

<b>Local Procedure Title</b>	<b>Admissions</b>
<b>Site</b>	<b>Tadley Court School</b>
<b>ECS Policy number and title</b>	<b>ACS 11 Admissions</b>
<b>Local Procedure template reference</b>	<b>ACS LP 11</b>
<b>Local Procedure date</b>	June 2025
<b>Local Procedure review date</b>	annual
<b>Local Procedure Author(s)</b>	Tristan Powell
<b>Local Procedure Ratification</b>	Checked and Approved by: Matthew Robinson

<b>AIMS</b>
<p>2.1 Each child or young person admitted to a Priory Tadley Court School should receive care and education appropriate to the needs and aims of their placement through ensuring:</p> <ul style="list-style-type: none"> <li>(a) Effective information gathering prior to placement</li> <li>(b) Effective placement matching</li> <li>(c) Effective preparation of colleagues to ensure needs are met.</li> </ul> <p>2.2 It is intended that through application of the policy Tadley Court will ensure safe and successful placements, with the risk of unexpected placement breakdown being minimised.</p>
<b>1. Section Title</b>
<b>PARAMETERS</b>
<p>3.1 Sites are expected only to accept admissions whose <b>needs profile</b> fits within the remit of their services as described in registration documents, statement of purpose/prospectus. If the needs profile of the prospective admission does not match the remit of the site, then the case should be referred through central referrals to other sites who may have a suitable remit.</p> <p><b>Tadley Court</b> operates as a day school and is registered as such with Ofsted and the DfE GIAS website. <b>Tadley Court</b> specialises in students with ASD &amp; MLD / SLD diagnosis, and on average students are 5 years behind mainstream average progress rates. As a result Tadley Court is not an exam registered school and does not have a GCSE / BTEC pathway at secondary level.</p> <p>The school does not allow emergency placements; does not take students who require regular treatments that necessitate an on-site nurse; does not take students who may require Deprivation of Liberty (e.g. Prader-Willi diagnosis) to keep safe; does not take students who are a significantly heightened risk of absconding, or have a history of absconding with no risk awareness (the site is 3 acres, surrounded by areas such as Tadley Common where hiding is extremely easy); does not take students who are at significant risk of suicide (it is not possible to make anti-ligature safe, the site and grounds) or self-harm to the extent that the existing cohort are highly liable to be negatively impacted if they witness such self-harm.</p>

Students with a diagnosis of PDA (or where significant PDA traits have been observed) will be carefully assessed to see if their presentation is in line with effective teaching within the existing classes and cohorts of Tadley Court School.

The school also uses **the Coventry Grid** to analyse paperwork where it is felt that behaviours are driven by attachment disorders, as it is not conducive to successful education combining ASD students with those who have significant attachment needs and associated SEMH driven behaviours

**Admission** – prospective students must complete an assessment day, or be assessed by members of the SLT at their current school or home address (home visits will have two staff). Once complete, SLT meet to discuss the write up of the assessment to determine placement possibility and discuss the grouping for the student.

3.2 **Emergency placements** can only be made at sites which are specifically permitted to do so under the terms of their registration/statement of purpose/prospectus. An 'emergency admission' is defined as one taking place within 72 hours of the initial enquiry. Tadley Court School does not hold this registration.

3.3 It is noted that **there is no such process as a 'transfer'** between differently registered Priory education and children's services, and that any move from one site to another operating under a different URN/Registration must be treated as a discharge and admission.

**2. Section Title**

**RESPONSIBILITIES**

4.1 The site leader is responsible for ensuring that there is sufficient information provided by the placing authority before or at the point of admission to ensure a safe and effective admission. This must be evidenced using **Aspris forms**: Admissions information Checklist, which is signed off by the Registered Manager (in the Children's homes), Responsible Individual, Headteacher and SLT (as applicable) and retained with the admissions paperwork in the child files. It may be checked/reviewed as part of governance monitoring, and if a placement fails.

4.1.2 Where there is a reasonable belief that insufficient or inaccurate admission has been supplied, an admission may be delayed in consultation with the Responsible Individual and/or Operations Director.

4.1.3 A written disclaimer is to be signed by a representative of the placing authority to confirm that all known relevant information has been shared with the provision accepting the admission.

4.2 Prior to admission to Children's homes the site leader must complete an **Admissions Impact Risk Assessment**. This document is the key tool in placement matching

	and enables sites to identify and mitigate the possible risks associated with admission.
4.3	Where the Admissions Impact Risk Assessment identifies actions required to ensure safe admission these <b>must be completed prior to the admission taking place.</b>
4.4	The site leader is responsible also for checking the Admissions Impact Risk Assessment and Pen Portrait and Admissions support needs profile of the new admission against the Site Location Risk Assessment to ensure the <b>compatibility of the placement with the locality</b> , identifying mitigation actions to reduce risk as necessary. Specific student behaviours may require a specific risk assessment to determine safety at Tadley Court School. Where risks are deemed high or very high with mitigation, the placement will not be tenable (see parameters in 3.1 above)
4.5	<p><b>Readiness for admission:</b> Before any admission takes place the Site Leader/Registered Manager and their Operations Director and Responsible Individual where this is not the Operations Director must complete an Authorisation for Admission. This confirms that all necessary documentation is complete, and that all required training has been fully completed, and that any required resources are in place prior to the admission taking place. Admissions <b>cannot</b> be authorised where training and/or resources or reasonable adjustments are outstanding.</p> <p><b>NB:</b> Note that during covid normal admissions procedures were affected, and a future pandemic could have a similar effect.</p>
<b>3. Section Title</b>	
<b>HEALTH &amp; MEDICAL</b>	
5.1	A full medical history, including vaccination history and details of current General Practitioner (GP) are required before or at the time of admission. If this is not available, admission may be delayed until this information is available in order to ensure the safety and wellbeing of the child/young person.
5.2	Where an admission has a current diagnosis for which they are under the care of a <b>specialist medical practitioner</b> (whether a physical or mental health condition) the site leader must ensure that there is written confirmation from the placing authority either that: <ul style="list-style-type: none"> <li>(a) Specialist medical care will continue to be provided by that specialist, with the placing authority agreeing such plans as are necessary to enable the child or young person to attend such appointments as are necessary</li> <li>(b) There is written confirmation that the placing authority has made arrangements for specialist care to be transferred to a specialist practitioner local to the site of admission.</li> </ul>
5.3	Where a child or young person has a specific medical condition for which colleagues will require additional training, skills and knowledge in order to safely care for the child or young person, this training <b>must be completed prior to the admission</b> taking place.
<b>4. Section Title</b>	

<b>EDUCATION PROVISION</b>	
6.1	When a placement is made the site leader must ensure at the time of admission that there is <b>written confirmation from the placing authority of the formal education provisions</b> for the child/young person: This may be: (a) In Tadley Court school (b) If an agreement with a local college or provision has been obtained. (c) Formal agreement for 'home-schooling' (d) Formal agreement with a 'virtual schooling' provision and must accord with the written requirements of any EHCP or Statement of SEN (or equivalent). This was a requirement during the covid pandemic and another pandemic could have a similar effect.
<b>5. Section Title</b>	
<b>TRANSFER OF BAIL/TAG/CURFEW CONDITIONS</b>	
7.1	In any instance where a child or young person is admitted to Tadley Court while under bail, tag or curfew conditions the site leader must ensure there is written confirmation that the admission has been notified to the relevant Youth Offending Team (YOT)/Police Authorities, such that the child/young person does not find themselves in breach of conditions through no fault of their own.
<b>6. Section Title</b>	
<b>INTERNATIONAL STUDENTS</b>	
8.1	If at any time Tadley Court is admitting an international student, they MUST ensure the appropriate Tier 4 visa is in place prior to admission, and a copy of the relevant documentation must be retained at the site.
8.2	Upon admission the legal status (Tier 4 Visa) of the child/young person must be recorded, both in the admissions register and in the central Income Processing (IP) Database, from which the Tier 4 Register is extracted.
<b>7. Section Title</b>	
<b>RECORDING ADMISSIONS</b>	
9.1	Every admission to Tadley Court must be recorded immediately in the <b>Admissions Register</b> for that provision.
9.2	Every admission must also be added to all relevant <b>electronic recording systems</b> which the site is routinely expected to utilise (including Income Processing systems and MIS) e.g. MIS Engage, Provision Map (as needed)
<b>8. Section Title</b>	
<b>PROCESSES</b>	
10.1	Tadley Court has its own local procedure for Admission which details the procedure of admission at their site.
10.2	It is expected that local procedures will outline responsibilities: (a) Welcoming the child/young person (b) Induction and familiarisation procedures (c) Key Documentation required.
<b>11. Section Title</b>	

<b>DOCUMENTATION</b>	
11.1	The <u>minimum</u> documentation to be completed at the point of admission is as follows: (a) Pen Portrait (b) Assessment of Support Needs (c) Individual Risk Assessment (d) Running Away/Missing Risk Assessment (e) Individual Behaviour Support Plan (Local documentation) (f) Inventory of personal possessions (Local documentation) (g) Site specific risk assessment (where necessary for specific risks relevant to the student admitted)
11.2	For Children's Homes placements a personal plan/placement plan is required as soon as possible after a placement commences: See Care and Support Planning policy ECS 28 for details. Children's Homes can share their placement plans with the school should they choose to do so.
<b>12. Section Title</b>	
<b>MONITORING</b>	
12.1	Responsible Individuals (Children's Homes) and Regional Operations Directors are responsible through the processes outlined in the Governance Policy (ECS 16) for monitoring the effectiveness of admissions and compliance with admissions procedures.
12.2	In addition to Operational monitoring, for children's homes Regulation 44 (England) 32 (Wales) assesses compliance with admissions procedures.
<b>13. Section Title</b>	
<b>REFERENCES</b>	
13.1	Children's Homes Regulations 2015  Guide to the Children's Homes Regulations including Quality Standards: April 2015  Ofsted Inspection of Non-association Independent Schools Handbook  DfE (2015) Residential Special Schools: National minimum standards  Ofsted inspections of further education and skills providers Scottish Government (2018) Health and Social Care Standards: My support, my life Welsh Assembly Government (2002) National Minimum Standards for Children's Homes  DfE (Current Version) Keeping Children Safe in Education: Statutory guidance for schools and colleges Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017: Welsh Statutory Instrument No. 1264 (W.295)
<b>Associated Forms:</b>	
ACS Form 11A <a href="#">Admissions Information Checklist</a>	
ACS Form 11B <a href="#">Admissions Information Disclaimer</a>	
ACS Form 11C <a href="#">Admissions Pen Portrait</a>	
ACS Form 11E <a href="#">Admissions Notification to Host Authority</a> (Template)	

<p>ACS Form 11F Mutual Respect Agreement                  ACS Form 11G Admissions Assessment for Support Planning                  ACS Form 11H Authorisation for Admission                  ACS Form 13A Admissions Impact Risk Assessment and Risk Mitigation Record                  ACS Form 13B Individual Risk Assessment &amp; Risk Management                  ACS Form 13D Site Location Risk Assessment                  ACS Form 06 Running Away/Missing Risk Assessment - Individual Risk Assessment                  ACS LP 11 Local Procedure template Admissions</p>
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Contents Checklist (Local Sites may add additional items – this is a core list)			
Responsibilities		Health arrangements	
Admissions Impact Risk Assessment		Legal arrangements	
Risk Assessment		Welcome and familiarisation processes	
Admissions information		Induction and integration processes	
Documentation completion, access and storage		Monitoring arrangements	