

Local Procedure Title	Admissions
	Unsted Park School
ACS Policy number and title	ACS 11 Admissions
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Local Procedure Author(s)	Daniel Goldstraw
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1. Aims

Each child or young person admitted to Unsted Park School should receive education appropriate to the needs and aims of their placement through ensuring:

- Effective information gathering prior to placement
- Effective placement matching
- Effective preparation of colleagues to ensure needs are met.

It is intended that through application of the policy Unsted Park will ensure safe and successful placements, with the risk of unexpected placement breakdown being minimised.

2. Parameters

Services are expected only to accept admissions whose needs profile 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 service, then the case should be referred through central referrals to other service who may have a suitable remit.

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

3. Responsibility

The Registered Manager/ Headteacher 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 ACS Form: 11A: Admissions information Checklist, which is signed off by the Registered Manager, Responsible Individual, Headteacher and Head of Care (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.

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 Area /Regional Director.

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 (ACS Form: 11B).

Prior to admission the Registered Manager/ Headteacher must complete an Admissions Impact Risk Assessment ACS Form: 13A. This document is the key tool in placement matching which enables Services to identify and mitigate the possible risks associated with admission.

Where the Admissions Impact Risk Assessment identifies actions required to ensure safe admission these must be completed prior to the admission taking place.

The Registered Manager / Headteacher is responsible also for checking the Admissions Impact Risk Assessment and Pen Portrait and Admissions support needs profile of the new admission against the Service Location Risk Assessment (ACS Form 13D) to ensure the compatibility of the placement with the locality, identifying mitigation actions to reduce risk, as necessary.

Readiness for admission: Before any admission takes place the Registered Manager/ Headteacher / Regional Director/ Area (Responsible Individual) must complete ACS Form 11H 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 cannot be authorised where training and/or resources or reasonable adjustments are outstanding.

4. Health and Medical

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.

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 **must be completed prior to the admission** taking place

5. Transfer of Bail/ Tag/Curfew Conditions

In any instance where a child or young person is admitted to Unsted Park 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.

6. International Students

If at any time Unsted Park 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.

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.

7. Recording Admissions

Every admission to Unsted Park must be recorded immediately in the **Admissions Register** for that provision.

Every admission must also be added to all relevant **electronic recording systems** which the site is routinely expected to utilise e.g. Engage, Provision Map.

8. Process at Unsted ParkStep 1

The senior team will review an application to see if we feel we may be able to offer a placement to a child or young person. If felt after reviewing paperwork we could potentially meet needs, we will arrange an initial visit to gain further information.

Step 2

We will invite parents/carers and the young person to the school. This is an opportunity for us to find out more about the young person and their needs, and for parents/carers to ask any questions about our school. A full site tour will also take place.

Step 3

If we still feel that Unsted Park School and Sixth Form can support the child and their specific needs at this point, we will invite the young person in for assessment days. This typically involves spending 2 full days at the school, following a timetable with potential peers.

Step 4

If successful, we will offer a placement which is sent to the LA and parents/carers. Once a placement is accepted by both, we will make arrangements to transition them into school. As the young person begins to settle into Unsted Park School, we will undertake baseline assessments that will enable us to track and measure their development and progress going forward.

Step 5

The final step is an assessment period of 12 weeks during which we transition in a pupil and make sure that all needs are being fully met. At the end of this period, the school will make sure that the placement is positive and any adjustments can be made quickly and effectively.

9. Documentation

The minimum documentation to be completed at the point of admission is as follows:

- (a) Pen Portrait (ACS Form: 11C)
- (b) Assessment of Support Needs (ACS Form: 11G)
- (c) Individual Risk Assessment (ACS Form: 13B)
- (d) Running Away/Missing Risk Assessment (ACS Form: 6)
- (e) Individual Behaviour Support Plan (Local documentation)
- (f) Inventory of personal possessions (Local documentation)

Contents Checklist (Homes 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	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
02/09/2023	Shane Kenny	
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