

POLICY TITLE:	Admissions
Policy Number:	ECS 11
Applies to:	All Services
Version Number:	03
Date of Issue:	14/10/2020
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Author:	Quality Team
Ratified by:	Debra Murray: Head of Quality, Social Care
Responsible signatory:	Bonny Anderson: Director of Quality Assurance and Improvement
Outcome:	All children and young people who attend Priory Education and Children's Services provisions are admitted to appropriate services where they will thrive and progress, through effective and robust placement matching, communication and information gathering.
Cross Reference:	ECS30 Assessment For Learning ECS33 Special Educational Needs and Disability ECS26 Equal Opportunities & English as an additional language OP06 Safeguarding Children OP06.1 Child Protection (Scotland) OP08 Safeguarding Vulnerable adults ECS16 Governance & Monitoring
EQUALITY AND DIVERSITY STATEMENT	
Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.	

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email LegalandComplianceHelpdesk@priorygroup.com

Admissions

1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Education and Children's Services facility will have local procedures in place where necessary, which explain how this policy is applied and put into practice at site level.
- 1.2 Template **ECS LP 11** is provided for this purpose and includes a key content checklist.
- 1.3 This policy should be used in conjunction with the related policies listed on the preceding page where applicable.

2 AIMS

- 2.1 Each child or young person admitted to a Priory Education & Children's Service should receive care and education appropriate to the needs and aims of their placement through ensuring:
 - (a) Effective information gathering prior to placement
 - (b) Effective placement matching
 - (c) Effective preparation of colleagues to ensure needs are met.
- 2.2 It is intended that through application of the policy each site will ensure safe and successful placements, with the risk of unexpected placement breakdown being minimised.

3 PARAMETERS

- 3.1 Sites 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 site, then the case should be referred through central referrals to other sites who may have a suitable remit.
- 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.
- 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.

4 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 **ECS 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.
 - 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 (**ECS Form: 11B**).

- 4.2 Prior to admission the site leader must complete an **Admissions Impact Risk Assessment ECS Form: 13A**. 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 **must be completed prior to the admission taking place**.
- 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 (**ECS Form 13D**) to ensure the **compatibility of the placement with the locality**, identifying mitigation actions to reduce risk as necessary.
- 4.5 **Readiness for admission:** 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 **ECS 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.

5 HEALTH & MEDICAL

- 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 a residential admission has a current diagnosis for which they are under the care of a **specialist medical practitioner** (whether a physical or mental health condition) the site leader must ensure that there is written confirmation from the placing authority either that:
- (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
 - (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.
- 5.3 Every residential admission must be registered with a local GP, except where those with Parental Responsibility have provided in writing the express wish to be responsible for arranging routine and emergency medical care and treatment themselves.
- 5.4 Every residential admission must be registered with a local dental practitioner, except where those with Parental Responsibility have provided in writing the express wish to be responsible for arranging routine and emergency dental treatment themselves.
- 5.5 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.

6. EDUCATION PROVISION

- 6.1 Where a residential placement is made the site leader must ensure at the time of admission that there is **written confirmation from the placing authority of the formal education provisions** for the child/young person: This may be:
- (a) In a local Priory Education & Children's Services provision (including outreach services)
 - (b) In a local school/college
 - (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)

7 TRANSFER OF BAIL/TAG/CURFEW CONDITIONS

- 7.1 In any instance where a child or young person is admitted to any service 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.

8 INTERNATIONAL STUDENTS

- 8.1 Any site admitting an international student 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.

9 COMMUNICATING: CHILDREN'S HOMES (ENGLAND)

- 9.1 Every admission to a children's home in England MUST be notified immediately to the Host Authority. Template letter **ECS Form: 11E** is provided for this purpose.

10 RECORDING ADMISSIONS

- 10.1 Every admission to a service of every type must be recorded immediately in the **Admissions Register** for that provision.
- 10.2 Every admission must also be added to all relevant **electronic recording systems** which the site is routinely expected to utilise (including Income Processing systems and MIS)

11 PROCESSES

- 11.1 Each provision will develop their own local procedure (**ECS LP 11**) for Admission which will detail the procedure of admission at their site.
- 11.2 It is expected that local procedures will outline responsibilities:
- (a) Welcoming the child/young person
 - (b) Induction and familiarisation procedures
 - (c) Key Documentation required.

12 DOCUMENTATION

- 12.1 The minimum documentation to be completed at the point of admission is as follows:
- (a) Pen Portrait (**ECS Form: 11C**)
 - (b) Assessment of Support Needs (**ECS Form: 11G**)
 - (c) Individual Risk Assessment (**ECS Form: 13B**)
 - (d) Running Away/Missing Risk Assessment (**ECS Form: 6**)
 - (e) Individual Behaviour Support Plan (Local documentation)
 - (f) Inventory of personal possessions (Local documentation)
- 12.2 For residential 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.

13 MONITORING

- 13.1 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.

- 13.2 In addition to Operational monitoring, for children's homes Regulation 44 (England) 32 (Wales) assesses compliance with admissions procedures.

14 REFERENCES

- 14.1 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)

Associated Forms:

- ECS Form 11A [Admissions Information Checklist](#)
- ECS Form 11B [Admissions Information Disclaimer](#)
- ECS Form 11C [Admissions Pen Portrait](#)
- ECS Form 11E [Admissions Notification to Host Authority \(Template\)](#)
- ECS Form 11F [Mutual Respect Agreement](#)
- ECS Form 11G [Admissions Assessment for Support Planning](#)
- ECS Form 11H [Authorisation for Admission](#)
- ECS Form 13A [Admissions Impact Risk Assessment and Risk Mitigation Record](#)
- ECS Form 13B [Individual Risk Assessment & Risk Management](#)
- ECS Form 13D [Site Location Risk Assessment](#)
- ECS Form 06 [Running Away/Missing Risk Assessment - Individual Risk Assessment](#)
- ECS LP 11 Local Procedure template [Admissions](#)