



# Admissions Policy

Reviewed:	September 2024	Next planned review	July 2026
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## Admissions

Field Heath House School is recognised by the DFE as a Non-Maintained Residential and Day Special School.

Since its foundation in 1901 Field Heath has welcomed students of all religious beliefs and cultural backgrounds. The school provides for children and young people with complex learning needs, moderate to severe learning disabilities, Autistic Spectrum Disorder and associated speech, language and communication difficulties.

All of the placements are Local Authority funded and therefore referrals are usually made, in the first instance, by the Local Authority education services.

We offer

- Day provision
- Weekday residential provision

Admission to Field Heath House School is dependent on the school being able to meet the needs as set out in the child/young person's Education Health Care Plan (EHCP) and by assessing any additional needs which may not be explicit in the EHCP to ensure that the child/young person's health and welfare needs can be appropriately met.

A crucial element of the admission process is also to ensure that both the needs of the child/young person concerned and the likely effects of his/her admission on the safety and well-being of the existing groups of students are considered.

### The Referral and Admission Process.

#### **Stage 1: Initial Enquiry**

An initial enquiry will happen either by a parent or advocate contacting the school or via a request from the Local Authority (LA).

If the parents/guardians have visited without their LA having directed them to do so, they are advised to contact their Authority and inform them of their parental preference and interest in Field Heath House School.

Information will be provided to the school in the form of the students Education, Health and Care Plan along with any other reports that are necessary for the school to determine whether the educational, therapeutic, medical and social and emotional needs of the child/young person can be met. The school's admission team will review the information provided and decide whether based on this initial documentation Field Heath is an appropriate placement or not.

If, following the initial enquiry it is thought that the child/young person may or may not be appropriately placed at Field Heath House School, the Local Authority is informed.

If the initial request was made by parents, they are informed of the outcome and are advised to inform their Local Authority.

#### **Stage 2: Assessment Visit**

If there is mutual agreement between the school, parents and the Local Authority that the school could be an appropriate placement, a further assessment process is carried out.

On occasion, the student is visited in his/her current placement by a key member of staff from Field Heath to observe and discuss the referral in more detail.

Following this the student may be invited to attend the school. The EHCP and any relevant papers that have been sent into the school are circulated to relevant staff in preparation for the assessment i.e. Head of Therapies, relevant SLT and Education Healthcare Lead.

On the assessment day the parent/carer is invited to accompany their child/young person to meet with a senior member of staff to discuss education, welfare and medical needs in more detail and to ensure that the school is aware of any special requirements whilst the child/young person is attending the assessment.

Initial assessment reports are prepared by the Speech and Language, Occupational Therapist and PBS Team based on the student's time at school. This information is used to inform the Admissions Team discussion to determine whether a placement can be offered based on provision required in order to support the students' needs as detailed in their EHCP

### **Stage 3: Offer of Day Placement**

If it is deemed that the needs of the child/ young person can be met at Pield Heath and there is a place available in the appropriate teaching group, the Local Authority and parents are advised and based on resourcing provision, a fee band is decided upon.

The Local Authority have 21 days to respond from the date of the offer letter to take the school up on the placement. Failure to do so within the time frame means that the offer becomes void and a re-consultation would need to take place.

At some points in the academic year (such as towards the end of the summer term), this offer period may be shortened to 10 days to enable a smooth transition to take place.

Once this offer and associated fees are accepted and signed confirmation has been received from the Local Authority, an admission date is agreed

Once the placement has been confirmed school staff will meet to allocate a class/teaching group. At this time all relevant information is gathered and strategies are organised to make the transition as smooth as possible. In a case where a young person has been out of school for a period of time, it would be appropriate to create a series of taster sessions and/or a phased re-integration into full-time education.

Prior to the first day of placement, parents/carers will be required to complete and finalise the admission paperwork and all welfare forms.

All new placements are reviewed towards the end of the first term to ensure that the all of the young person's needs are being met.

### **Annual Review Meeting**

Within the first year of attendance an Annual Review meeting will take place.

This provides an opportunity to review the needs as outlined in the Educational and Health Care Plan.

### **In summary, the offer of a placement is dependent on:**

- The careful determination of the needs of the child/ young person.
- A successful assessment.
- The availability of a place in the appropriate teaching group.
- The agreement of the family and the child/young person.
- The Local Authority agreement to pay fees.

## Residential Provision

### Referral, Admission & Review Process

We have 100 students all of whom have an Education Health Care Plan (EHCP). 15 places are available for respite which operates Monday to Wednesday during term time only. At present our residential provision would not be totally suitable for students with severe mobility difficulties.

Placement in the residential provision at Field Heath House School is commissioned by the young person's Local Authority due to the fact that they are in full time education at the school. Referrals and admissions occur throughout the year.

In the case of prospective residential students, the child/young person would usually join the school initially as a day student and then one or two short visits are arranged for the student to visit the residential house and spend time there prior to sleeping over. This will be arranged by the Residential Care Manager.