



**KINGSGATE**

**SCHOOL**

**Kingsgate School**

# Admissions Policy

Policy Owner: Tim Rogers

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Next review date: September 2024

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## **1.0 Introduction**

This policy will explain and clarify the process for admission and referral to our services. All referrals for admission to Kingsgate School are initiated by the school business manager. Referrals are first screened for overall site suitability and vacancies within the school. Referrals are then passed on to the Head Teacher for review of suitability, after which an EOI is compiled and passed to the referring body.

SMT = Senior Management Team (Head Teacher, School Business Manager, Senior Teacher, English Lead/SENCo)

EOI = Expression of Interest

## **2.0 Referral**

Referrals are made direct to our service.

All referrals are screened initially via the School Business Manager and Head Teacher. If deemed to be appropriate within the remit of Kingsgate School all supporting information received and subsequently requested, if required, is held by the School Business Manager to respond to the referring source and advise of outcome. The School Business Manager will initially request a telephone conversation with parents/carers with the view to arrange a site visit, a young person site visit before confirming offer of placement.

## **3.0 Criteria for admission**

All young people must meet the criteria set out in the school prospectus for the service offering admission.

History of extreme violence, aggression or arson resulting in a criminal conviction, diagnosis of primary drug or alcohol dependency will not be considered for admission.

The school will not be able to accommodate pupils with physical disabilities, wheelchair uses, due to the nature of the premises.

## **4.0 Admission process and associated time frames.**

**4.1** A pre admission screening will be carried out by the School Business Manager usually within 24 hours of referral for suitability of needs. This screening will take into consideration the young person's EHCP, risk chronology, current presenting risk, legal status, intended short and longer term outcomes, school's ability to meet the yp's needs and availability of provision within our school.

**4.2** Following the screening the Head Teacher will make the decision as to whether the young person can be safely managed within the school. The School Business Manager will respond to the referrer within 24 hours of receipt of the referral. If the Head Teacher wishes to proceed then an EOI is compiled by the School Business Manager and returned to the original referrer, requesting all statement paperwork and supporting documentation.

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**4.3** Following a parent/carer phone call with the School Business Manager to better understand the referral, a school visit for parent/carer will be arranged.

**4.4** At the parent/carer school visit the School Business Manager will show the provision and further assess suitability and gain further information which will be shared with the Head Teacher to decide whether a yp site visit will be arranged.

**4.5** If appropriate, a yp school visit will be arranged for parent/carer to accompany. The yp will be met by the School Business Manager, introduced to the Head Teacher and shown the school. Further assessments will be undertaken to determine suitability.

**4.6** After reviewing the trial with parent/carer and gaining feedback from the teaching staff the school business manager and Head Teacher will confirm if a placement will be offered. The School Business Manager will then liaise with placing authority to arrange start date and request placement contract. The administration team will request any missing educational paperwork, school reports, assessments etc to be sent to the school by the placing authority. All consent forms and admission paperwork is then forwarded by the Admin team for all party signing. The administration team will liaise with parent/carers regarding the approved uniform list highlighting what the school provides.

**4.7** The young person is met on admission day and introduced to their tutor and teaching assistant. It may be necessary to design a transition programme for some young people, who have attachments elsewhere or have been out of school for long periods of time. The transition plans will be agreed with the placing authority prior to admission day.

**4.8** Good communication with the placing authority is essential to ensure suitability and that placement is positive and productive for everyone including the young person. During this initial admission time baseline assessments are carried out as well as therapy screenings. Additionally, risk assessments and behaviour support plans are drawn up in consultation with the young person, the care team, education department and the placing authority.

#### **5.0 Procedures on Admission:**

- (a) On admission parents/guardians/professionals are given a copy of the relevant school safeguarding procedures document.
- (b) A consent form is signed for use of photography/filming of the young person.
- (c) A consent form is signed for the use of electronic media, communications, computing, storage and display devices by children and young people.
- (d) A consent form is signed for the participation in off-site visits and adventurous activities.
- (e) A series of baseline academic assessments will occur within the first few weeks of admission as well as therapy screening.

An Individual Risk Assessment is completed. These assessments ensure that potential risks to the safety and safeguarding of the individual are fully assessed and understood prior to admission, and enable teams to ensure robust and responsive actions and management strategies appropriate to individual needs are implemented to promote safety and safeguarding.

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## 6.0 Unsuccessful referrals

An audit trail will be maintained by the School Business Manager of all unsuccessful referrals. Details of this log will include service user's demographic details, ethnicity, and reason for not admitting to our services.

***NOTE: This procedure is owned by the local site and has been checked and agreed by the senior management team of Kingsgate School. It will need to be localised and updated in accordance with local procedure changes.***