



# Underley Garden

## Admissions Policy

Created:	
Reviewed:	October 2017
To be reviewed:	October 2018

## 1. Underley Garden School and Children's Home Introduction

The school is coeducational and provides places for up to 60 young people, aged 5 to 18.

The children's home admits males and females and is registered to accommodate up to 48 young people.

Places are either 38 or 52 week with young people resident in the children's home, or on a 'day' basis, attending school only. We will consider applications in the home for places on a transition basis, i.e. where the young person is moving towards a full time placement and is also on the school roll. Where young people are resident for 38 weeks in the children's home we can provide respite during school closure by arrangement.

The school is non-denominational and has a secular ethos but respects the cultural needs and religious beliefs of all.

We are able to offer places to young people who meet the criteria set out below.

We currently receive referrals from Local Authorities (education/social care), health authorities (CCG/CAMHS), parents/carers and other independent professionals/bodies.

We currently offer planned emergency placements as outlined in our statement of purpose.

### 2. Admission Criteria

- ✓ Children and young people aged between 5 and 18 years.
- ✓ Children and young people who have a statement of special educational needs or are under assessment (education, care or health) or have been issued with a EHCP as of 2014.
- ✓ Children and young people who are in the process of assessment for an EHCP, where it is clearly evident there is significant reason to believe the young person has a learning disability or has complex needs.
- ✓ Children and young people whose needs stem from complex learning difficulties and disabilities, including autistic spectrum conditions, moderate to severe learning difficulties, associated medical and health issues and moderate mental health needs.
- ✓ Children and young people accommodated under Section 31 of the Children Act 1989 who require accommodation and education as 'Looked After Children'
- ✓ Children and young people accommodated under Section 20 of the Children Act 1989 who require accommodation and education.
- ✓ UG referral and admission coordinator will inform relevant personnel in Cumbria County Council on the following email address [fosteringbusinesssupport.east@cumbria.gov.uk](mailto:fosteringbusinesssupport.east@cumbria.gov.uk) in all cases where a child or young person is referred and admitted to us from a Local Authority which is not in Cumbria.
- ✓ In all cases UG will not take responsibility for original educational and social care paperwork which transitions with a child or young person. We would therefore encourage that any essential information is sent to us in a data format or referring parties provide us with duplicate documentation.
- ✓ For every referral to our service we require the information in Appendix 2 to be shared with us as described.

**In all cases one of the above criteria needs to be apparent for us to accept a referral for residential care.**

**All referrals for accommodation are reviewed through a multi-disciplinary approach by our service heads.**

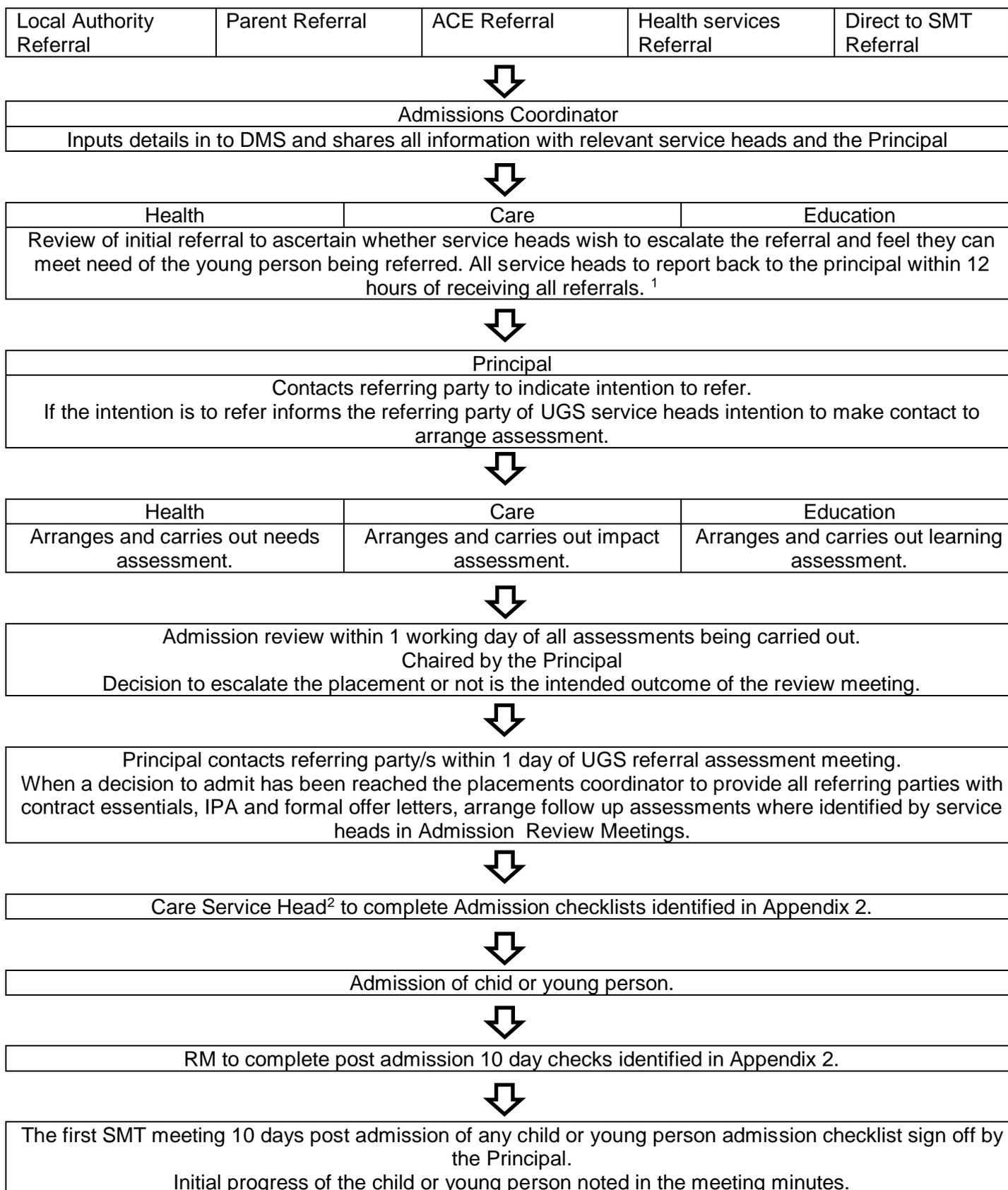
### 3. The Admissions Process

We welcome initial telephone or email enquiries which should be directed to 015242 71569 or [referrals@underleygarden.org.uk](mailto:referrals@underleygarden.org.uk). Where the enquiry comes direct from a parent, they are welcome to visit but we always make clear this is without prejudice. We always contact the relevant Local Authority. In order to begin the referral process, we require a written request with accompanying paper advice.

Once a referral has been received the following actions will occur:

1. An acknowledgement will be sent to the referring party by the referral and admission coordinator within 24 hours.
2. Initial assessment of papers by member of senior leadership team may require us to request further information which might be assessments, health information, detailed chronologies, and/or clinical reports.
3. The senior leadership team will consider the referral through dedicated referral meetings and provide an opinion on the viability of the school to meet the needs of the young person.
4. Advice will be taken from our consultant health and therapy team which includes a Child and Adolescent Psychiatrist, Educational Psychologist, Speech and Language Therapist and Occupational Therapist.
5. Parents/carers and the young person are invited to visit to look round, discuss the prospective placement, meet other young people and key members of staff.
6. We visit the young person along with their parents/carers in the current home/care and education setting.
7. A decision is made to offer a place or not. If a place is not offered, we will offer advice on alternative placements if required. If a decision is made to admit, a letter and contract is sent to the referring authority.
8. Appropriate transition planning will occur before admission. A date for admission is agreed between all relevant parties.

### 3.1. The admission process flow



<sup>1</sup> Service heads who report they feel UGS can't meet need are formally required to email the reasons for their judgements to the principal.

<sup>2</sup> RM to reference in R34 reports and monthly monitoring.

## **Practice Checklist for all staff:**

### **Prior to Admission**

- ✓ Have all relevant people been informed about the (potential) admission?
- ✓ Have all the details been collated as indicated in Appendix 1?
- ✓ Do relevant staff have all the information they require to support the child and their family effectively during admission and residence?
- ✓ Have existing residents been prepared for the new admission as far in advance as possible? (e.g. group meetings)
- ✓ Pre-admission visits – ensure the child and, if appropriate, their family are invited to at least one pre-admission visit.

### **Admission and Pre-admission visits**

- ✓ Staff availability is vital. The Registered Manager and or Assistant Head Teacher will ensure that a member of staff is nominated to introduce the child to the home and or school, staff and children. A sensitive, caring approach at these times is crucial to the development of good relationships.
- ✓ Admission can be a very anxious time for a child and their family. Make them feel welcome, offer refreshments. When admitting, make sure the bedrooms and classrooms are warm, clean and tidy.
- ✓ Efforts should be made to ensure that privacy for a child and their family is upheld.
- ✓ The child should have some understanding, appropriate to their age and level of development, of the aims of the placement and the future plans for them. Every effort should be made to communicate with the child to assess their wishes and feelings about the placement, their future and any other significant matters.
- ✓ Information will need to be given, including 'Code of Conduct', health and safety procedures, but do not assume these are understood or remembered. It will need to be repeated later. Give information in manageable amounts.
- ✓ Try to find out what the child's interests are, what they like to do and enjoy. Leisure activities offer positive experience to children.
- ✓ Personal belongings are important; any items of value must be recorded and security of valuables discussed. Young people and children should be encouraged to bring favourite and cherished possessions with them.
- ✓ All relevant documentation and information forwarded to the home prior to admission should be checked. An individual file must be opened to contain this and any other information. If the child has moved from another placement then the Risk Assessment forms should also be forwarded
- ✓ Young people and their families should receive a copy of the homes Statement of Purpose, the Complaints and Compliments Guides and the home's Welcome Pack. Enter the child into the Admission Book and remember to record legal status.
- ✓ Show the young person and their family around the home, pointing out key rooms, and ensure the young person is made aware of the Fire Exit routes and fire drills.
- ✓ Ensure any medication is accurately recorded and stored correctly (also see Medication Policy).
- ✓ Check the diary for the date of 72hr Planning Meeting; ensure parents are aware of this.
- ✓ Make arrangements for the Social Worker or family to bring any forgotten items that the young person requests.

Appendix 1.

<b>Information required</b>	<b>Notes</b>	<b>Signed</b>
SEN statement (+ all advices)		
EHC Plan		
Placement Plan		
Chronology (LAC)		
Essential Information		
Placement Agreement		
Copy of Care Order		
Birth Certificate		
Core Assessment		
Psychiatric reports		
Psychological assessments		
SALT Assessment		
OT Assessment		
Specialist Assessment		
Risk Assessment current placement.		