

POLICY TITLE:	Admissions – England and Scotland
Policy Number:	ACS 11
Applies to:	All Services based in England and Scotland
Version Number:	06
Date of Issue:	08/09/2023
Date of Review:	31/01/2025
Author:	Debra Murray, Head of Quality - Care
Ratified by:	Debra Murray, Head of Quality - Care
Responsible signatory:	Jane Stone, Director of Governance and Risk
Outcome:	<p>This Policy aims to ensure:</p> <ul style="list-style-type: none"> All children and young people who attend Aspris Children's Services are admitted to appropriate services where they will thrive and progress, through effective and robust placement matching, communication and information gathering.
Cross Reference:	<p>ACS30 Assessment for Learning ACS33 Special Educational Needs and Disability ACS26 Equal Opportunities & English as an additional language AOP06 Safeguarding Children in Education AOP06A Safeguarding Children in Residential Care AOP06B Safeguarding Children in Education - Wales AOP06.1 Child Protection (Scotland) AOP08 Safeguarding Vulnerable adults AOP08A Safeguarding Adults - Wales ACS16 Governance & Monitoring AOP63 Sponsorship of Child Students and Students</p>
EQUALITY AND DIVERSITY STATEMENT	
<p>Aspris 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.</p>	

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 AsprisGovernanceHelpdesk@Aspris.com

Admissions

1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Aspris Children's Services will have local procedures in place where necessary, which explain how this policy is applied and put into practice at service level.
- 1.2 Template **ACS 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 an Aspris 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 service will ensure safe and successful placements, with the risk of unexpected placement breakdown being minimised.

3 PARAMETERS

- 3.1 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.
- 3.2 **Emergency placements** can only be made at services 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 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.

4 RESPONSIBILITIES

- 4.1 The Home Manager/ Headteacher / Service 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 **ACS Form: 11A: Admissions information Checklist**, which is signed off by the Home 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 (**ACS Form: 11B**).

- 4.2 Prior to admission the Home Manager/ Headteacher / service leader 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.
- 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 Home Manager / Headteacher /service 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 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.
- 4.5 **Readiness for admission:** Before any admission takes place the Home Manager/ Headteacher / Service leader and their Operations Director and Responsible Individual where this is not the Operations Director 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.

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 Home Manager/ Headteacher/ Service 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 planned for specialist care to be transferred to a specialist practitioner local to the service 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 Home Manager/ Headteacher /service 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 Aspris 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 service 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 service admitting an international student MUST ensure the appropriate Student permission or Child Student permission visa is in place prior to admission, and a copy of the relevant documentation must be retained at the service.

8.2 Upon admission the legal status (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 Overseas Student Register is extracted.

8.3 All documentation listed in Appendix A of AOP63 must be copied and held in the student's file on admission.

8.4 Should any of the required documentation listed in Appendix A of AOP63 be found not to be valid, the Responsible Individual will immediately inform the Accountable Officer of the student sponsorship licence, who will ensure that the correct action regarding notifications to UK Visas and Immigration is undertaken in line with AOP63.

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 **ACS 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 service is routinely expected to use (including Income Processing systems and electronic reporting system)

11 PROCESSES

11.1 Each provision will develop their own local procedure (**ACS LP 11**) for Admission which will detail the procedure of admission at their service .

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 (**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)

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 ACS 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 (ACS 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) 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 (current version) 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
DfE (Current Version) Keeping Children Safe in Education: Statutory guidance for schools and colleges
Children and Young people Scotland Act 2014
Children and Families Act 2014
The Children and Social Work Act 2017

Associated Forms:

- ACS Form 11A Admissions Information Checklist – England & Wales only
- ACS Form 11AB Admissions information checklist – Scotland
- ACS Form 11B Admissions Information Disclaimer
- ACS Form 11C Admissions Pen Portrait
- ACS Form 11E Admissions Notification to Host Authority (Template) – England & Wales only
- ACS Form 11F Mutual Respect Agreement
- ACS Form 11G Admissions Assessment for Support Planning
- ACS Form 11H Authorisation for Admission
- ACS Form 11HB Authorisation for Admission - Scotland
- ACS Form 11I Internal Placement review
- ACS Form 13A Admissions Impact Risk Assessment and Risk Mitigation Record
- ACS Form 13B Individual Risk Assessment & Risk Management
- ACS Form 13D Service Location Risk Assessment
- ACS Form 06 Running Away/Missing Risk Assessment - Individual Risk Assessment
- ACS LP 11 Local Procedure template Admissions