

# FIELD HEATH HOUSE SCHOOL



# Admissions Policy

<b>Date of Policy:</b> July 2002
<b>Reviewed:</b> Dec 2005/June 2009/October 2011/June 2014/October 2016/September 2020/ October 2021
<b>Next planned review:</b> October 2022

## **Admissions**

Pield Heath House School is recognised by the DFE as a non-maintained Residential Special School catering for children and young people between the ages of 7 and 19 years old with additional learning needs. Pield Heath House offers day and residential provision to students with a diverse range of needs including moderate to severe and complex learning needs, sensory processing difficulties and associated speech, language and communication difficulties, including autistic spectrum disorders (ASD).

Pield Heath House School is one of a group of schools under the Trusteeship of the Sisters of the Sacred Hearts of Jesus and Mary. Although Pield Heath House School is a Catholic school, our students come from a variety of religious and cultural backgrounds. We celebrate all festivals and work with the students, families and placing authorities to ensure we are meeting the cultural, religious and spiritual needs of each student.

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 Pield 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 vital 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. This serves to provide information regarding the school's provision and to determine the student's background and SEN needs.

Information will be provided to the school in the form of an Education, Health and Care Plan along with any other reports that are necessary for the school to determine whether the school may be able to meet the student's educational, medical, social and emotional needs. The Associate Principal/Head of School will examine the information and decide whether based on this initial documentation Pield Heath may be able to provide an appropriate placement.

If, following the initial enquiry it is thought that the child/young person could be appropriately placed at Pield Heath School, an assessment will be arranged.

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

Before arranging the assessment visit we would usually have an agreement from the Local Authority. 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 of the child/young person's parent / carer is invited 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 Coach based on the student's time spent at school. This information is used to determine whether a placement can be offered and what provision would be required in order to support the students' needs as detailed in their EHCP.

If it is felt necessary a key member of staff from Pield Heath may visit the child/young person's current school to observe and discuss the referral in more detail.

If it is deemed that the needs of the child/ young person can be met at Pield Heath, the Local Authority is advised and a fee banding is determined.

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

Following a successful assessment visit an offer of placement is made to the Local Authority. Once this offer and associated fees are accepted by the Local Authority an admission date is agreed.

Once a placement has been accepted relevant 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.

Prior to the first day of placement, parents/carers will be required to complete and finalise the Application 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.

#### **To summarise, the offer of a placement is dependent on:**

- The careful determination of the needs of the learner.
- 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). 22 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 Pield 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 organised by the Residential Care Manager.