



**Birtenshaw Education Services  
Admissions Policy**

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This policy should be read in conjunction with the Transition and Induction Policy.

**Rationale:**

The aim of Birtenshaw’s education services is to “*brighten lives and build futures*” by ensuring that children and adults receive the same learning and social opportunities as any other; which we achieve by providing facilities and a creative curriculum tailored to meet their needs.

To be eligible for admission to the schools or college the child or young person must have an Education Health and Care Plan or be in the process of statutory assessment.

Application for a place may be made by either a responsible officer of a Local Education Authority, Local Health Authority or Social Services Department.

The staff and governors of Birtenshaw recognise the importance of a co-ordinated admissions policy and aim to ensure that the admission process is carried out carefully, accurately and sensitively. The following points show the steps involved in the procedure although there may be occasional adjustments to the process in the light of extenuating circumstances.

## **Admissions Process:**

### **First stage**

- A prospectus is initially sent on request
- This is then usually followed by a visit to the school or college, where parents and/or funding agencies have an opportunity to meet with relevant senior staff and ask any questions they may have concerning the provision.
- Social worker or SEN Team officer to contact Birtenshaw via [referrals@birtenshaw.org.uk](mailto:referrals@birtenshaw.org.uk)
- Referral papers are scrutinised by the Senior Management Team
- A decision whether to proceed further is then taken based on the information in the referral papers and feedback from those staff who have been involved in the process. This multi-disciplinary approach supports integrated working

### **Second stage**

- Visits are made to the person's current school/college/short break provision by a nominated member of staff
- Pre-admission assessments, including a full medical history, where appropriate are completed in consultation with parents/carers and other relevant professionals
- A decision whether to proceed to an offer of a placement is then taken by the Senior Management Team.
- Individual Placement Agreements are drawn up between the school and the funding authority/partners

### **Third stage**

- A start date is negotiated
- Contracts are signed

### **Fourth stage**

- An individual transition plan is developed and implemented (see Transition and Induction Policy)

## **Fee Arrangements:**

The individual needs of any person referred to Birtenshaw are paramount and fee levels are carefully determined to ensure maximum progress.

A full assessment is carried out prior to admission and an exact fee level, relating to the individual, will be established for the funding authority in contractual form.

An Initial Review is held 12 weeks after a person has commenced at Birtenshaw. Education Health and Care Plan reviews are held as standard alongside other reviews where possible. All reviews are planned if possible in advance.

Fees are generally comprehensive in terms of what is provided, but full details regarding the terms and conditions of placement are included in the offer of placement letter and in the Individual Placement Agreements.

Further information on fee structures is available from the Deputy Chief Executive; Resources or Referrals Manager on request.