



Admissions Policy

Reviewed: 24 July 2023

By: Headteacher

Review Cycle: Annual

STATUTORY POLICY

WEBSITE POLICY

Apple Orchard School

Admission and Referrals Policy & Procedure

Criteria of Admission: Apple Orchard School part of the therapeutic community for Bramley Care Ltd, providing full time education for up to 31 young males aged 11-21 years.

Bramley Care continue to be at the forefront in the provision of residential care for these difficult to place young people, providing 52-week care, with onsite full-time education in its purpose-built school which is DfE registered and judged good by Ofsted (December 2022). Also provided is a comprehensive therapy programme including weekly individual and group therapy.

Bramley care work specifically with young males who have displayed harmful sexual behaviour. Although we cannot offer support for profound disabilities, we do work with young people displaying a range of special educational needs including dyspraxia and MLD. These include ADHD, Asperger's Syndrome, ODD and young people whose behaviour falls within the Autistic Spectrum.

Due to the nature of the work, Bramley Care are unable to offer emergency placements, or offer school places for students not in our care.

The criteria for admission must be that all young people display or have displayed harmful sexual behaviour and would benefit from the program of educational and therapeutic support offered by Bramley Care. It is also important for that for the young person to progress they must see the placement as a viable option to them, and that they agree to the terms of the placements and agree to engage in the therapeutic process.

Referral Procedure

Referrals and therefore admissions can be made / accepted at any time through the academic year.

- **An Initial referral** is made by the placing authority either by phone or email and passed to the referral team to assess.
- The Referral team will meet in order to gain an overview of the reason for the referral, the current behaviour being displayed by the young person, the educational status and attainment of the young person and requirements of the potential placement. All Information is recorded on the Compatibility Assessment form and shared with the Home Manager, Clinical Lead and Headteacher. Placing Authorities are requested to share all information with Bramley Care in order to make an honest and clear assessment of the young person's compatibility with the service which is offered. Each will make an individual assessment regarding the identified needs of the young person and whether these can be met, whether the new admission is compatible with the young people currently in placement and whether any additional information, training and support would need to be implemented prior to a placement offer being made. During this process, the most suitable home within

the Bramley Care organisation would also be identified, considering the identified needs of the young person being referred and the needs of the current young people placed at each home.

- **Initial Visit** – the young person is invited to visit the home and school - this allows the young person to gain an understanding of the placement, ask any questions and to meet the other young people. It also allows the Referral Team to determine whether the home would be able to meet the young person's needs. The young person will have a tour of the school, led by the Headteacher, and will have an opportunity to discuss their educational needs and aspirations. They will also visit and meet the therapeutic team.

As a school we encourage the young person's Social Worker and family to visit with the young person.

- The Placing Authority are requested to complete all relevant admission paperwork and to provide all relevant documentation to the home and school. Any additional information would be added to the Compatibility Assessment and shared for consultation with the Therapy and Education teams prior to any placement offer being made. The Principal Manager, Headteacher and lead Therapist then meet to discuss the young person and the care / education that they require. If the referral is appropriate and each department feel that they are able to meet the identified needs of the young person, an offer will be made for the Young Person to complete an Assessment Week at the identified home and within school.
- **Assessment Week** – the young person will be placed for an initial 7-day assessment week where they will attend school and have an initial meeting with a therapist. At the end of this week a placement planning meeting will be held (Principal Manager, House Manager, Lead Therapist, Headteacher) to discuss the outcome of the Assessment Week; If this is successful, then a full placement will be offered if all parties are in agreement. There are times when an Assessment Week may be extended if this will allow a more comprehensive assessment to be made.

Compatibility Assessments: As part of the referral and admission procedure each potential admission would have a compatibility assessment completed to ensure that their needs are both compatible with the statement of purpose (home and education) and admission criteria and that they can be met. Needs must also be compatible with the other young people placed at the home, considering the risks posed by the admission, the behaviours displayed and the needs of the current group of young people. Within this assessment additional training, guidance and skills staff need to meet the young person's needs will also be identified and recorded. The compatibility assessment covers three areas of the placement: Care, Education & Therapy. The Home manager, Headteacher and Clinical Lead will be responsible for making an assessment on whether they feel that the referral is compatible for a placement offer.

No placement offer is made until the Compatibility Assessment has been completed, in full and the assessment confirms that the young person referred is a match to the criteria of admission. Further information may be requested from the Placing Authority to ensure all information has been shared and the risks and needs of each referral is fully understood by all parties completing the assessment.

Student Records and Files

When EHCP records and files arrive from a previous setting, they are reviewed by the Headteacher and SENCO before being distributed (as necessary) to all education staff. Protocols around GDPR regulations are always adhered to.