

Admission & Discharge Policy & Procedures

Admission & Discharge Policy	
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Contents

Statement of intent

1. New Referrals
2. Procedures for admissions
3. Procedure for discharge

Appendix A – Referral process

Admission & Discharge Policy & Procedures

Statement of intent

This policy outlines the requirements which Talbot House Trust must meet for the admission and discharge of young people.

Talbot House Trust is a charity which has a school for young people with social, emotional and mental health considerations. We facilitate education for young people who have difficulties in mainstream education settings.

The policy is written in line with guidance at GOV.uk and takes into consideration best practice whilst remaining independent of Local Authority control.

Admission & Discharge Policy & Procedures

1. New Referrals

Referrals to school can be accepted from a number of sources:

- Local Authority representatives
- Parents, Foster Carers and Residential Home Managers.
- Teachers
- Via Framework Agreement

Referrals can be made:

- Verbally by telephone, online, via email, by post or in person.
- Children who have difficulty with social and emotional issues or have mental health concerns may be referred to us.
- The referred child may have had difficulty in mainstream or previous special education. They may have previously been excluded or have been in secure accommodation.

2. Procedures for admissions

Once the referral has been identified, we will make attempts to receive all relevant information about the young person. This may include, but is not limited, to:

- Education Health & Care Plan, either in draft or final.
- CAHMS or CYPS reports
- Learner profiles
- Previous school history reports
- Parent views
- LAC/PEP reports
- YOT information

The Head Teacher manages the referral process in school, the SENCO and Assistant Head of Primary will independently give their feedback to the Head Teacher to ensure we can meet the needs of the child. A member of the admin team manages the referral paperwork.

Records and reports received for consideration for admission will be retained only if the young person is granted a place in our school. Otherwise they will be securely disposed of immediately.

The Head Teacher and/or SENCO, Assistant Head Primary will speak to significant adults around the young person, including social workers, parents, teachers and professionals.

We will visit at home to establish family, care and support in place. We will also take basic information regarding historical social care and educational data, and confirm current contact details. (See Appendix A for process)

Admission & Discharge Policy & Procedures

We also arrange a visit to the school where appropriate. During the visit there will be opportunities to meet other staff in the school as well as other pupils attending.

- If appropriate, taster sessions can be organised for the child to try before admission.
- Once agreed, an admission date will be set and confirmed with the placing Local Authority, ensuring that transport departments are informed.
- Transport is provided by the Local Authority.
- After admission, all efforts will be made to contact previous educational establishments and ensure all relevant information is received. Social care information will also be pursued where relevant.

3. Procedure for discharge

Young people may be discharged under the following circumstances:

- By the Local Authority who placed them if a new placement is identified by it or it withdraws funding.
- By Talbot House Trust at the end of Year 11 or Year 13 if transitional arrangements determine it is appropriate.
- By Talbot House Trust if the young person fails to attend, engage in lessons, or comply with our code of conduct, behaviour policy or any other relevant policy. (Please refer to Behaviour Management Policy)
- By Talbot House Trust via a managed move.
- Is in serious breach of health and safety to others in school.

Admission & Discharge Policy & Procedures

Appendix A

Referral process

