

Residential Admissions Policy



Horton Lodge Kiplings Residential Admissions Policy September 2018

Date: September 2018

Policy Coordinator :
HOC & HT

Governor:
M. Bedford

Review Date: September 2019

*'Working together, achieving potential.
Achieving success through opportunity and aspiration'*

AIMS:

- To ensure equality of provision for all pupils across the setting
- To ensure the residential provision meets the needs of all pupils accessing the provision.
- To provide a clear overview of the admissions process and criteria.
- To ensure that residential policies and procedures are followed to safeguard pupils.
- To work in partnership with parents and provide support in all areas of their child's development.

PRINCIPLES FOR ADMISSION:

- This document applies to the Kipling's establishment at Horton Lodge Community Special School. It has been written to comply with the National Minimum Standards.
- The provision does not exceed the 295 days of residence stipulated in the Care Standards Act 2000.
- We are committed to working in partnership with other agencies and aim to forge good links within a multidisciplinary team, ensuring that each and every child has an individualised programme of support within the setting and in their wider community.
- The maximum number of residential places in school for a week is 30 over three nights (Monday, Tuesday & Wednesday)
- The numbers may vary each evening dependent on the individual needs of the pupils.
- Pupils are able to access Kipling's on request and approval from panel, regardless of their age, gender or religious background.
- Vacancy nights may be offered to cover absence, however this can be offered to any child who attends for one night
- Within the residential setting consideration is always given to meet individual, ethnic, cultural and religious requirements while promoting an ethos of being healthy, enjoy and achieving, economic wellbeing, making a positive contribution and staying safe.
- The use of aids i.e. camera/monitor, bed guards, specialist beds etc. could be considered as Deprivation of Liberty (DoL) but following consultation with parents the safety of the child can prioritise the DoL.
- We are commissioned by the Local Authority to provide a Residential Education (term time only), for children who attend our Schools on Residential 1 (after school) or Residential 2 (overnight stay) programmes.
- The school philosophy is to promote independence and autonomy in children and young people linked to the following objectives:
- To provide adequate and appropriate opportunity for pupils to extend their personal interests and experiences and to have social opportunity to interact with a wider peer group in a range of inclusive settings and situations.

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- To provide the opportunity to practise communication skills through a consistent whole school approach to communication modes.
- To support parents in their child's ability to develop skills that can be transferred from school to home setting.
- Residential practice is informed by the current and ongoing National Research, Guidance and Law. We always aim for outstanding practice against the Department for Education, Residential Special Schools National Minimum Standards.
- Exit transition in Year 6 – pupils in NCY 6 will have their residential provision gradually reduced in the autumn term at Christmas of NCY 6 to one night, in preparation to cease at the following Easter Spring Term
- Clear review process, minimum x twice annually (6 monthly) of the placement plan. Accountability for this to be actioned rests with the school. The review information must provide the LA and family with information on attainment and progress on the agreed outcomes (e.g. Life Skills Audit, Emotional Profile).
- Emergency placement protocols adhered to and school to confirm the source of funding.
- Staffing Ratios linked to RA Levels, it is for the schools to determine the mix of levels is adequately staffed and pupils grouped appropriately.
- The school has the right to terminate the residential placement for a pupil if they feel it is no longer appropriate for the individual or for others in the setting.
- The school has the right to terminate the residential provision after a considerable amount of absences have been recorded. However contact should be made with parent and carers to discuss particular concerns and explore interventions at the earliest opportunity.
- School to complete electronic residential registers and submit in preparation for the Quarterly Reviews. The register must include all pupils accessing residential provision regardless of LA and commissioning responsibility. A written register is recorded daily.
- For non-Staffordshire LA funded pupils, following panel agreement the school to confirm funding from the other LA before admission commences.
- Best practise to avoid any pupil having consecutive nights away from home at different residential provisions. Should this occur, there needs to be an agreed agency hand-over.
- Residential review documentation must demonstrate progress and outcomes, e.g. schools might choose to use a Life Skills Audit / Emotional Profile.

THE PROTECTION AND PROMOTION OF THE HEALTH NEEDS OF THE CHILDREN

- The child's health needs form part of the admissions process and appropriate measures such as Individual Health Care Plans are put into place to meet the child's individual medical needs. Parental consent is sought in relation to all medication administered and emergency first Aid.
- If a child is unwell during their stay in Kipling's parents will be contacted to make arrangements to collect their child.
- Key staff have received emergency First Aid training and staff are qualified Paediatric First Aiders. Emergency First Aid boxes are accessible in all areas of the provision.
- The provision has a secure medical cabinet and fridge contained within the duty room.
- Staff have undergone training in relation to the administration and safe storage of medication.

CRITERIA:

In order to ensure that all children across their time in school can have equal access to a residential placement the following criteria will be applied.

- All pupils can access a 'Residential 1' programme from Reception through to Year 5
- Pupils can access a 'Residential 2' programme (overnight stay) up to Year 5
- Pupils must attend Horton Lodge Community Special School.
- At the end of year 5 pupils will be phased out of the provision with a clear transition programme in

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place

- In the event that pupils are waiting for a placement in Kipling's, you may have a reduction in access but will have opportunities to access the provision again in the future.
- All placements in the provision will be reviewed on a six monthly basis at the **School and Residential Panel** meeting to decide whether the placement still remains appropriate and is available for your child.
- All pupils accessing the provision will have individualised targets agreed by residential staff, parents and pupils which are regularly reviewed to demonstrate progress.
- The Admissions Policy recognises that the provision is a resource for all the pupils on the school role. However; the Panel can refuse to admit any child whose risk assessment is exceptional should they feel the risk is too high for any child or staff within the setting. This includes exceptional medical risks for who expected competencies are over and above what residential staff can deliver.
- The Residential Contract will be given to you annually to review and sign.

NEW ADMISSIONS PROTOCOL:

- Decision making is transparent as all placements are considered on an individual basis.
- The Admissions Policy is readily available in school/website/Parent room to help inform parents of protocols.
- Applications are made to the Head of Care who may then carry out a home or school visit and meet with the family/carer to determine the child's needs and give **Forms A & C** to parents/carers to complete.
- Head of Care completes **form B** which includes risk assessments.
- Families are invited to visit the setting to determine suitability of beds etc.
- Applications are then presented to and considered by the **'School and Residential Panel'** meeting.
- If agreed, places are offered for one night for a period of six months. Up to two nights may be offered in accordance with the policy and available capacity in Kipling's.
- Set nights are determined by the Head of Care according to age and need of the child in line with good practice.
- The number of children admitted for each night is dependent on their needs and the level of support required ensuring safe staff ratios.
- Parents are informed of the proposed placements which are reviewed by the Admissions Panel at the end of each six month period.
- Copies of the Admissions Panel Review Reports are sent to parents after review.
- Residential 1 (Res 1) placements can be offered as an alternative to Residential 2 (Res 2) or overnight placements; or as an opportunity to work towards an overnight stay.
- The Res 1 placement is a package of support delivered by residential staff and linked into principles of residential education. The stay includes an evening meal and interaction with peers up until 6:30 PM or a time agreed with families and the Head of Care, when parents are expected to collect their child.
- We acknowledge that it may take some individuals longer than others to adapt to staying away from home, having to gain maturity and to cope with change. Therefore we set the pace of overnight placements to suit each individual. They may increase the time spent with us during the evening until they feel confident enough to stay overnight. We also recognise that families need to feel confident in our ability to care for their children and offer open communication to assure them.
- Out of county placements have a similar process with the school child's authority and dealt with on an individual basis in order to follow the appropriate county's procedures. Staff will talk to parents individually about this process.

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INFORMATION REQUIRED PRIOR TO PANEL MEETING:

For new admissions:

- **Form A:** Parent views & Pupil Thoughts
- **Form B:** Head of Care initial application form for Horton Lodge Admission Panel
- **Form C:** Initial medical overview

For 6 monthly review for current pupils:

- **Form D:** Parent & Pupil Feedback
- **Form E:** 6 monthly **Head of Care** Placement Review
- **Form F:** 6 monthly **Key Worker** Placement Review
- **Form K:** Annually the Residential contract to be updated and signed.

RESIDENTIAL ADMISSION AND REVIEW PANEL MEETINGS:

- Meetings will be held by the Horton Lodge Residential Admissions Panel.
- The meeting will comprise of a combination of the Head teacher, Head of Care, School Bursar, School Conductor and Residential Governor and a residential Support Worker..
- The Assistant Head Teacher, Independent Visitor and School Governor will be present at any appeals process.
- Admissions and 6 monthly review paperwork to be submitted to the Horton Lodge Panel prior to the meeting.
- Ideally the list of pupils who are to be reviewed should be forwarded in advance.
- Head of Care will ensure all pupils receive their six monthly reviews.
- Within the review paperwork the outcomes section has to be clear about what impact the last 6 months of residential provision has had for the pupil. **Form E**
- On closure of residential placement the final outcome must be recorded.
- Paperwork in support of pupils requesting residential provision must be complete and available at the meeting otherwise the pupil will not be discussed. Please note that where paperwork from parents/carer is completed by a member of staff at the school it must be signed by the parent/carer.
- Schools must provide information on what respite or other provision the pupil is accessing and must be shared at the meeting. **Form B** Should at a later date it is discovered that the pupil has access to additional provision; consideration will be given of residential provision cessation at the next 6 monthly review.
- All members of the panel to both support and challenge the school, parent/carer and pupil recommendations at the meeting.
- No pupil in their last year at a setting (Year 6) should be accessing more than one session per week after the autumn term.
- Out of County placements are considered on an individual basis in consultation with the named county.
- Conflicts of interest must be declared at the commencement of the meeting with regard to any individual pupil.

INFORMATION AND ACTIONS POST PANEL MEETINGS:

- **Form B:** Outcomes completed, signed and copy for file and parents.
- **Form E:** Outcomes completed, signed and copy for file and parents.
- **Form G:** Parental agreement form signed
- **Electronically recorded and records in school**

For new admissions the following information is requested from parents/carers in preparation for agreeing a start date:

- **Form H:** Emergency contact details
- **Form I:** Activities permission

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- **Form J:** 'All about me' booklet
- **Form K:** Signed copy of Parent Carer Contract (copy for parents and Residential)
- **Form M: All medical information and consents.**

A start date will then be agreed in consultation with parent/carers.

For new admissions the following information is provided for parents/carers:

- **Form L:** The Welcome to Kipling's Pack.
 - Parent/carer version
 - Pupil version

For 6 monthly review for current pupils:

- Forms B, E and G completed and filed.

YEAR 6 PUPILS PHASED EXIT FROM RESIDENTIAL PROVISION:

Transition programmes are in place for children leaving the setting and support is provided on an individual basis to children and their families. When your child is in Year 6, there will be a reduction of provision in the Autumn Term to one overnight with the placement ceasing by Easter in the Spring Term.

Appeal Process

If you wish to appeal against the panel decision then you must be able to supply additional information and the request must be made in writing addressed to the Head of Care Julie Machin and must be made within one month of the date of the panel decision.

It will then be submitted to the next Residential Admissions Panel where it will be looked at. They will look at the balance of your son's/daughter's needs against the needs of others and will ensure that procedures have been followed appropriately.

The Appeals Panel will consist of the Assistant Head Teacher Lucy Bloor, Residential Independent Visitor Geraldine Eld and a school Governor TBC.

You will be contacted again in writing soon after the appeal with the agreed outcome.

If you are still unhappy with any decision that may be made, you may wish to then contact:-

Sarah Latham Headteacher
Horton Lodge Community Special School
Rudyard
Near Leek
Staffordshire
ST13 8RB
Tel: 01538 306214