



Admission and Discharge Policy

SCHOOL POLICY & PROCEDURE

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Admission & Discharge Policy & Procedures

Statement of intent

This policy outlines the requirements which Talbot House Children's Charity must meet for the admission and discharge of young people.

All pupils have an EHCP (Education, Health Care Plan). Talbot House is a non-maintained special school and charity for children with complex needs specialising in SEMH/ASD. However, many of our children have multiple complex needs such as ASD, ADHD, trauma, and attachment alongside their primary need of SEMH/ASD, some with multi diagnoses.

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

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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.

1.1 Referrals can be made:

- Verbally by telephone, online, via email, by post, or in person.
- Children who have complex needs, this can include SEMH, ASD, or multiple needs.
- The referred child may have had difficulty in mainstream or previous special education.
- They may have previously been excluded due to difficulties working in large classes.

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 (passports)
- Previous school history reports
- Parent views
- LAC/PEP reports
- Contacting the parent/school to arrange a visit.

2.1 The referral process

- The Head Teacher manages the referral process in school, the Assistant Head/SENDco will independently read and discuss to ensure that we can meet the need of the child. The Head Teacher will make the final decision. 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 SENDco, Assistant Head will speak to significant adults around the young person, including social workers, parents, teachers, and professionals.
- We will arrange either home visits and/or school visits to establish as much information as possible. We will also take basic information regarding historical social care and educational data and confirm current contact details. (See Appendix A for the process)
- We also arrange a visit to the school, if it is a transitional move there may be a plan agreed with multiple visits. During the visit, there will be opportunities to meet other staff in the school as well as other pupils attending.

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- 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 and arranged between parents and SEND transport.
- After admission, all efforts will be made to contact previous educational establishments and ensure all relevant information is received.

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 Children's Charity at the end of Year 11 or Year 13 if transitional arrangements determine it is appropriate.
- By Talbot House Children's Charity 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**.)
- Is in serious breach of health and safety to others in school.
- Possible permanent exclusion.

Appendix A

Referral process

