

**What I learn today,** **prepares me for tomorrow**

**Admission Arrangements**

**Policy**

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| **Policy Location:** | **Last Revised:**  | **Review Due:** | **Person Responsible:** |
| Staff Share -> Policy Library | October 2021 | September 2022 | Katrina Green, Head of Care |

**Barndale House School**

**Admissions Policy**

Children and young people are referred for Special Education following assessments made by a number of professionals, as well as contributions from parents, which leads to a written legal statement of the child/young person’s Special Educational Needs.

Written referrals containing information about a child/young person’s needs would be sent to the Head Teacher by the Local Educational Authority in order for the school to consider carefully whether the child/young person’s Educational Health Care Plan can be met at Barndale School.

Families moving into the Alnwick area from another part of the country who have a child/young person with an Educational Health Care Plan may contact the Local Educational Authority at Northumberland County Hall, Morpeth.

***Admission Criteria***

Our residential provision operates Mon-Thu during term time; each evening is allocated to a specific age group and one of our educational ‘STEP’ programs. The residential offer is one evening per week.

Pupils aged seven and over are able to attend Resi and our 24-hour curriculum offer. A formal request may be made by completing a **request for a residential placement** form available on our website, or from the school office.

Admissions are agreed through negotiation with the parents/carers of the child. All young people and young people are involved in the induction process. We will gather as much information as possible about their child and their individual needs. We also give information about the service and facilities we provide

***Pre Residential Information and Meetings***

We will arrange a pre-residential meeting with the young person’s parents or carers prior to any induction to the residential provision. The aim of the meeting is to liaise with the young person and their parents/carers to gather as much information as possible about their individual needs. It is also an opportunity for the parents/carers to have an additional tour of the residential building and grounds, to give information about the service and facilities we provide.

***Induction to Residential Provision***

We will agree an induction plan for your child that will include extended tea stay visits. This is an opportunity for your child to meet the residential care staff team and become familiar with the residential setting.

The induction plan will meet the specific needs of your child; the plan will take into account transitions and how your child adapts to new environments.

***Withdrawal/ Leaving from the Residential provision***

Notification of withdrawal from Resi would be discussed with parents/carers and any other relevant professionals; it would be determined by the following:

* The young person leaving the school.
* If the residential provision can no longer meet the individual needs of the young person
* The young person does not wish to access the residential provision
* The parents/carers no longer wish their child to access the residential provision.

Our care staff team will support your child in preparation for leaving the residential provision. This may be a very daunting time for your child therefore our staff team need to provide support and reassurance.

A leaving party will be arrange for your child on their last evening, they choose what it is they would like to do bowling, disco, BBQ, movie and pizza night etc.

Your child will take their memory book with them when they leave, this will be full of photos and memorabilia of their time in resi.