

## Abavia Admissions Policy

This document forms part of the policy handbook and is intended for use at Abavia

**Title:** Admissions

**Subject Area:** Centre Administration

**Applies:** Immediately

**Issued:** 1<sup>st</sup> December 2023

**Next Review:** 1<sup>st</sup> December 2024

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### 1. Introduction

#### 1.1 Aims

This policy sets out the criteria for entry to abavia courses and the process for admissions.

#### 1.2 Consultation

This policy is written in consultation with [The Luccumbe hub](#).

#### 1.3 Legislation and guidance

This policy is written with reference to :

- Equality Act 2010
- Education Act 2002
- Human Rights Act 1998
- Education (Independent School Standards) (England) Regulations
- SEN Code of Practice

### 2. Procedures and practice

#### 2.1 Steps (chronology)

All children attending shall show need for a therapeutic approach to education, they may have or be in the process of obtaining an EHCP, or by way of referral made via their school due to behavioural needs.

SEN needs may include but not limited to:-

- ASD/ADHD/SPD/PDA/social communication difficulties.
- Attachment disorders/trauma
- Speech and Language that falls below average ability range.
- Social Emotional Mental Health (SEMH) needs

- motivation and intent to learn as part of a group.

The Centre will consider referrals for admission from Local Authorities and any other persons looking for an alternative education provider. A referral request can be made by completing the referral forms (private/Professional) See appendix 1. We ask that on referral any relevant paperwork be included e.g, EHCP/Any individual child Risk Assessments/Educational Psychologist reports/ School reports. Upon receipt of the referral request and paperwork, acknowledgement will be sent to the referring party within 10 working days.

### **Procedure**

Abavia offers a staged admission process – this is to ensure suitability of placement for the young person.

#### 1<sup>st</sup> Stage:

- Assessment team will read referral papers and decide whether to offer a taster visit, this is based on the need for therapeutic support and/or education, due regard is given to the safety of our current learners and any proposed learner, together with acknowledgement of the openness of the site and any presentation of behaviour. Equal and serious consideration will be given to all proposed placements.
- A response will be provided within 10 working days.
- Site taster visit arranged
- Review of visit and decision regarding Abavia's suitability for the child to enter 6 weeks assessment period.
- Outcome letter provided to referrer.

#### 2<sup>nd</sup> Stage – 6 week trial assessment period

- A young person will be welcomed into Abavia for an initial 6 week period – this provides time for transitioning into the new setting and an opportunity for a mutual decision to be made as to whether the young person needs can be met by the centre and impact of behaviour on the centre community.
- A review by the senior team will be carried out before the end of the 6 week period to review suitability – consideration is given to the safety of the young person and all other learners, safety in regard to the openness of the setting and impact on wellbeing of the young person and other learners.

#### 3<sup>rd</sup> Stage –

- If decided that a permanent placement can be offered this will be communicated to parents, young person and referrer. A formal proposal will be provided and arrangements made for any official start date.
- Admission pack is sent to parents/carers at least one week prior to entry
- Where on review of the 6 week assessment, it is felt that the setting is unsuitable and the centre cannot meet needs. This will be clearly communicated to all parties and no permanent placement will be offered.

## 2.2 Roles and responsibilities

**Centre Lead** will be responsible for making final admissions decision and contents of proposal.

**Behavioural Lead** will review needs against provision together with Educational Lead and Centre Lead

**Educational Lead** will review previous education and develop individual timetable

**Office team** will arrange for sending out proposals, admission packs and any individualised risk assessments

### 2.3 Aspects

Abavia does not operate a waiting list in the cases of oversubscription.

Abavia follows UK GDPR and Data Protection guidance regarding any data handled during the admission process. Please refer to the Centre's Privacy Notice.

Abavia will continuously seek to ensure that all members of the Centre community are treated with respect and dignity. Every individual will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability, and other factors as detailed within the Centre's Equality Policy. These meet in full the requirements of the Equality Act, October 2010.

## 3. Concluding notes

### 3.1 Monitoring and review

This policy is reviewed annually

### 3.2 Links to other policies

This policy is written with reference to the Behavioural policy, Equality Policy, UK GDPR and Data Protection Policy, Centre's Privacy Notice and Complaints Policy.

### 3.3 Appendices

**Initial Enquiry Form – For private referrals**

*Our normal process for admission follows:*

*Initial Enquiry*

*Personal visit/taster session*

*Review and offer of place – proposal sent*

*Completion of Admission documents*

*We ask you to provide some information regarding a prospective learner to enable us to better understand the child/young person when they attend for a visit/taster session. We understand that visiting a new setting for some children/young persons can be overwhelming and so for our team to have a brief understanding of needs from the outset helps everyone get the most out of the session and for a child to feel understood from the start*

**CONFIDENTIAL INFORMATION**

**The information provided within this form will be treated with the utmost confidence and only shared with those needing to see it. Please see our website [www.Abavia.com](http://www.Abavia.com) or request a copy of our UK GDPR and Data Protection Policy and Privacy Notice for more information.**

**SECTION 1**

**Child/Young Persons Details:**

Full Name:			
Like's to be known as:			
Date of Birth:			
Address:			
Town:			
County:		Postcode:	
Parent/Guardian Name: Email Contact Number			

Emergency Contact Details	
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**SECTION 2**

**About the Child/Young Person**

**Please tick all that apply.**

EHCP (Please provide copy of EHCP prior to taster session)	
LAC	
Adopted	
Medical Needs	
ASD	
Sensory Issues	
PDA	
ADHD	
Attachment/Trauma	
Anxiety/Mental Health	
ODD	
Social Worker	
Family Support Worker	
CIN	
CP	
Other	

**Other: Please provide details**

**Please give outline of hobbies and interests:**

**SECTION 4**

**Schooling History-** Please provide brief details:

Question	Comments
In School? If so, please provide name of school	
Out of School (How long and provide name of last school attended?)	
Working towards age related expectations?	

**SECTION 5**

**Any other information ?**

***Please provide brief details of any known trigger points***

**Signature:** .....

**Date:** .....



**OFFICE USE ONLY**

**Documents received: ..... (Date)**

**Completed form**       **EHCP**       **Medical Information, if applicable**

**Taster Session arranged (date)..... -**

**REFERRAL FORM – professionals copy**

*Please provide as much information as possible within this form as it enables our team to better understand the child/young person leading to better outcomes for all.*

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**SECTION 1**

**Child/Young Persons Details:**

Full Name:			
Like's to be known as:			
Date of Birth:			
Unique Pupil Number			
Gender			
Ethnicity			
Religion:			
Address:			
Town:			
County:		Postcode:	
Person with Parental Control Name (Address if different than above) Contact number Email			



<p>Emergency Contact Details</p>	
<p>Is the child a LAC?  Y/N</p>	
<p>EHCP?  Y/N  If yes, please complete EHCP section below</p>	
<p>Social Worker  Y/N  If yes, please complete Safeguarding section</p>	

**SECTION 2**

**Referrers Details:**

Title:	
Forename	
Surname	
Organisation	
Address	
Contact number	
Email Address	

**SECTION 3**

**Multi- Agency Involvement**

<p>Foster/Respite worker</p> <p>Name</p> <p>Address</p> <p>Contact Number</p> <p>Email</p>	
<p>Social worker</p> <p>Name</p> <p>Contact Number</p> <p>Email</p>	
<p>Family Support Work</p> <p>Name</p> <p>Contact Number</p> <p>Email</p>	
<p>ED Psychologist</p> <p>Name</p> <p>Contact number</p> <p>Email</p>	
<p>SALT</p> <p>Name</p> <p>Contact Number</p>	

Email	
OT Name Contact Number Email	
CAMHS Please provide Name Contact Number and Email	
Health Contact/Consultant Name Contact Number Email	
Any other agency Name Organisation Contact Number Email	

**SECTION 4**

**EHCP**

*Please complete this section if the child or young person is in receipt of an EHCP or in the process of applying for an EHCP. Please provide Abavia with a full copy of the EHCP when returning this completed form*


Date EHCP issued	
Date EHCP assessment applied for if not issued	

<p><b>Caseworker contact details</b></p> <p><b>Name</b></p> <p><b>Email</b></p> <p><b>Tel Contact</b></p>	
<p><b>Date of last EHCP review</b></p>	
<p><b>Health &amp; Care Needs – please provide summary details if applicable</b></p>	

*If the young person is not in receipt of an EHCP– please provide summary of areas of strength, areas of need including background history, targets both personal and academic currently working towards, known triggers and what works for the child. Please provide any independent reports*

**SECTION 5**

**Schooling History**

<b>Current School:</b> Name:  Address: <b>ABAVIA</b> Contact: <small>Child and Employability</small> Tel Number:	
<b>Previous School:</b> Name Address Contact Tel Number	
Any gaps in education?	
Current year group	
Current assessed levels?  Maths English	
Any other information?	

**SECTION 6**

**Safeguarding**

*If you answered yes, to social worker/family worker involvement, please complete this section*

Please tick

Child Protection       Child in Need

**Please provide details of any current safeguarding concerns and/or family history**

**SECTION 7**

**Any other information ?**

Checklist of documents to return together with this form where applicable:-

EHCP



- Therapy Reports – OT/SALT
- TAC/TAF/IEP
- CP/CIN Documents
- School Transcripts/assessment information
- Health & Medical information

**Referrer's Signature:** .....

**Date:** .....

**OFFICE USE ONLY**

**Documents received:** ..... (Date)

- Completed form**
- EHCP**
- CIN/CP docs**
- School transcript/reports/assessment information**
- Health/Medical Information**
- Therapy Reports – OT/SALT**
- Taster Session arranged**

**Date**.....