



# Educate U

## Admissions and Discharge Policy

**Approved by:** Susan Evans

**Date:** 15/03/2021

**Last reviewed on:** 24/08/22 (Susan Evans), 01/09/2023 (Sarah Paoletti), 15/02/24 (Sarah Paoletti)

**Next review date:** 14/02/25



## **Admission and Discharge Policy**

Due to the vulnerable nature of our children, we will ensure we deliver information on an individual and small group basis, working with all our students to help them to understand the social, emotional and legal aspects that are associated.

Each young person will be considered on an individual basis.

- Educate U admission criteria:
- Referred by education authorities, social workers, parents, foster agencies, schools
- Aged between 5 - 16
- School anxieties, Trauma, attachment
- Health issues
- EHCP

We will consider placements to young people who have a history of physical abuse to staff and other young people; this will be subject to a full assessment during which the outcome may identify the need for an alternative educational option to be sourced.

### **The process**

1. On receiving an enquiry, the school will complete an initial report which will include all relevant information as provided by local authority, parents and other professional.
2. The parent/carer and young person will be invited to the school for a tour and to meet the headteacher
3. The young person may be invited to attend taster sessions
4. All information and outcomes from the meeting will be added to the initial report.
5. Leaders will meet to make the decision for placement
6. On placement the initial report will be used to formulate the IEP and tracking folder insert
7. Prospective students may be offered a 6-week assessment period to ensure the placement is suitable.

Educate U will also collate the following information:

- Placement information from the school/education provider, parents/carers, professionals working with the family and the young person.
- As a trauma informed school we recognise the importance of early intervention and of the sensitivity in the ways we interact with and support our children and their families who have experienced trauma.
- On arrival, the primary care giver will complete a consent pack for general permissions and also be guided through completion of trauma pack with a trained member of staff. These confidential pack will allow the therapeutic lead to determine the amount of Adverse Childhood Experiences the child has had, and the protective factors a child has and then look at appropriate therapeutic pathways to best support the child
- Educate U will provide assessment sessions to assess needs over the course of the first term. This will enable us to formulate an Individual Education Plan for the student to meet the identified needs.

## **Discharges**

Educate U are committed to ensuring that pupils leave in the most positive way possible; ideally believing their placement has secured them a brighter future.

All discharges are ideally planned several months in advance. It is important that pupils are given the opportunity to 'work through' the variety of issues that inevitably arise and leave with a positive ending. This includes managing sensitively relationships with staff and children

A minimum notice period of 6-weeks is agreed in the contract, prior to admission.

Most pupils leave Educate U positively, either to return to mainstream school, college or other opportunity for further education, training and preparation for employment.

Whilst we have a strict no exclusion approach to educate at Educate U, on rare occasions, it may become clear to Educate U, the Local Authority, parents/carers and other key stakeholders that Educate U is not able to meet the child's needs on an on-going basis, and they would be better served in another setting.

In circumstances where the Local Authority wished to end the placement at Educate U (e.g. for financial reasons) it is expected they fully take into consideration the length of time the pupil has been placed, their relationships with staff and their links with the local community prior. In cases where the child has been in the school for a long period, their discharge should be planned over several months, rather than the minimum 6-weeks.

Any decision to discharge a pupils be made with the key professionals from the Local Authority, along with parents/carers and other key stakeholders as appropriate.

Whenever possible the school will have identified the new school and will work with them in a managed transition between the two schools.

The final decision on the appropriateness of ending any placement is that of the Headteacher. However, this will only be done with the full knowledge of the directors and after careful consideration.