

## Admissions

Oracle School - Congleton  
Policy & Procedure



<b>Policy</b>	Admissions Policy & Procedure
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<b>Signed</b>	

### Purpose

This policy sets out the procedure for all admissions of young people into Oracle School Congleton in accordance with the Independent School Standards Regulations 2014

### Principles

1. Education provision at Oracle School is available to all young people resident with the service or on a day student placement from an LEA.
2. The education service at Oracle School does not select young people for education on the basis of race, age, culture, disability, academic ability or gender. Selection is primarily based on the capacity of the school to meet identified needs in the best possible way. Where it is felt that the school cannot meet the needs of individual pupils, help and advice will be provided on possible suitable alternatives.
3. The cost of education at Oracle School is borne by the fees paid by placing authorities and is part of the overall fee charged for accommodating young people.
4. It is our aim for young people placed on our admissions register to receive education within 20 school days of being placed with the residential service.
5. By law, before a young person with an Education Health and Care plan (EHCP) is placed on our register, the placing education authority must request consent from the Secretary of State for Education for the young person to receive education from us. This should be sought from the DfE's SEN team (Fax No. 01325 392249) who will request medical, psychological and educational evidence, together with a letter from Oracle (Education) offering a place and confirming a start date. Care Managers must ensure that the placing authority is aware of this obligation and that a SEND Officer from the placing education authority has requested this consent. It is illegal for Oracle to place a young person on its school register without this consent.

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Such consent is not required for young people without an EHCP.

6. Oracle School reserves the right to contract out educational services to third parties for the provision of education should it be deemed necessary, or to provide education at alternative premises to the school building.

### Scope

The policy applies to all student admissions between the ages of 10 and 18 years.

### Referrals Process

1. Oracle School seeks to establish as much information as possible at the point of referral prior to admission to determine whether it is able to meet the child/young person's needs.
2. Documents required for education admission decision include:  
Current EHCP  
IEP  
PEP  
Previous School Report  
Oracle Care Education Referral Form  
Any relevant psychological, social or other specialist reports
3. All planned referrals will be made to the Business Development Manager and Headteacher. The Headteacher will make a decision about the suitability of the placement, together with a registered manager and senior clinician in the case of residential admissions.
4. If it is decided at any point that the needs of the child/young person cannot be met, the referrer will be informed and provided with relevant information for future reference.

### Admissions Process

Once a decision is made to place a child/young person, the Headteacher, referrals team or someone delegated to act on their behalf, will undertake the following as soon as practicable after the decision is reached to place the child/young person:

1. Liaise with the placing authority to clarify or confirm any information that may be required (e.g. which was not provided at point of referral) to assist in the drawing up of the child's Placement Plan, Care Plan, Protection Plan (if in place) and Behaviour Management Plan.

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2. Ensure the child/young person and parents (if appropriate) have the chance to visit the school and meet the staff team.
3. Collate/receive relevant up to date information/records relating to the child/young person - This should be done prior to admission.
  - Care plan- this must include the plans for contact between the child or young person and their family and friends and this must be agreed by all parties before the admission can be agreed. This should include medical consent;
  - Placement Information Record;
  - Chronology;
  - Personal Education Plan and/or Education, Health and Care Plans this can be obtained after the placement has occurred but permission must be sought for the child/young person to attend Oracle School;
  - Pathway Plan (if relevant);
  - Health Care Plan (See Section 3, Healthcare);
  - Any specialist reports that may be relevant to the child's/young person's placement.

### Admissions Register

The school keeps an Admissions Register which contains details of all the pupils at the school. This includes

- The pupil's name in full
- The birth sex of the pupil
- The name and address of every person known to be a parent/carer of the pupil (and an indication of which parent that pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989), including any additional/change of addresses and date of change
- At least one telephone number of the main carer plus additional emergency contacts (although the additional numbers need not be kept on the admissions register).
- The day, month and year of birth
- The day, month and year of admission or re-admission
- The name and address of the last school attended, if any
- The name of the destination school notified by a parent/carer, and the first date of attendance (where practicable to ascertain)