



Admissions Policy

**Date written: January 2016
Review date: February 2017
Next review date: June 2017**

Admissions Policy

The Gwenllian Education Centre (GEC) provides specialist education for children/young people with autistic spectrum condition aged 5– 19 years. On occasions we do cater for emergency admissions.

Admissions Criteria

- The primary disability must be related to a child or young adult's autism or related condition, although the child or young adult may not necessarily be in receipt of a statement of special educational needs.
- Children/young people have a need for a specialist ASC provision.
- Their parents have a preference for a specialist school.

Referral Process

Referrals will be accepted from Local Authorities LA's.

Following an expression of interest a referral form will be sent to the Placing Authority for completion, containing the reason for the referral and other relevant information that the Gwenllian Education Centre requires to make an informed decision of suitability of the placement. Other up to date copies of the child's/young person's Statement of Educational Needs, recent reports/reviews from current school, residential/respite placement plans and any other reports that give an up to date picture of the child/young person will be required prior, e.g. Educational Psychologist, Speech and Language Therapist and Occupational Therapist.

The paperwork will be read and considered by members of the senior staff and directors at monthly referral meetings. If deemed suitable, senior staff and directors' team will then look at the availability of suitable places within the school.

A successful referral will lead to an offer of an assessment. Unsuccessful referrals will be notified by letter, giving a reason for the decision not to proceed, although in most cases an assessment is conducted first.

Written agreement of funding will be required prior to admission of the child/young person.

Assessment

Assessments will be undertaken by designated staff at Gwenllian Education Centre and take place over one day. Where possible the potential child/young person will be observed in both the school and home environments. During the assessment, information will be gathered with the parents/carers/staff from each environment and the young person if possible.

The completed assessment form will then be forwarded to the parents or a person with parental responsibility of the child/young person for agreement. Gwenllian Education Centre will then make a decision based on the information gathered on the assessment, after which a place will be offered in writing stating the assessed needs of the child or an explanation why it is considered that the placement would not be appropriate.

The referral form is available on request from:

Gwenllian Education Centre
Hillfield Villas
Kidwelly
Carmarthenshire
SA17 4UL
Tel: 01554 890796

Email: info@gwenllianeducationcentre.co.uk

The forms can be emailed on request.

Transition to the School and Home

The Gwenllian Education Centre will offer specific social and educational support to all students at the GEC. Once a place has been formally offered and accepted a transition plan will be agreed with all concerned parties. This will be guided by the individual child/young person's needs and will be supported in the most appropriate format.

The transition process may include:

- Information on the class/home for the child/young person that includes the school/homes expectation of the child/ young person and what he/she can expect of staff.
- Information on the school/home for the child/young person's parents that includes the complaints procedure.
- A program of planned visits to the school by the child/young person.
- Ideally support and teaching staff to meet the child/young person in their current environments.
- Parents and previous care/school staff to meet with Gwenllian Education Centre staff to develop specific individual programs for the child/young person prior to admission.

All offers of placement are subject to the child/young person being supported at an agreed staffing ratio throughout the transition process. The levels of support beyond this period will be discussed at the baseline multi-disciplinary review which takes place in the first month, the review following the 13 week assessment period, and 6 month progress review. Where there are high support needs for a child/young person, this ratio will be assessed and

agreement reached prior to admission to ensure the child/young person's Care Plan can be implemented.

Where the support needs of a child/young person increase following admission, Gwennlian Education Centre will notify the Placing Authority as soon as possible and a review meeting will be arranged to discuss implementation of plans and staffing ratio's.

Reception

When each child/young person becomes a student he/she will, where appropriate, will receive a 'Children's Guide' which will act as part of their introduction to their new 'placement'. On arrival of the child/young person, there will be a plan of how they will be cared for, from information received prior, this will be reviewed and amended as and when required to ensure that all plans in place are meeting their ever changing needs. Any changes to existing plans will be discussed prior to amendment with each child/ young person's parents and social worker where possible or at the first opportunity where a plan needs to be amended immediately to ensure duty of care.

Each child/young person will be appointed a 'Class teacher' to take responsibility for protection and promoting the health and education welfare and to liaise with education and health care providers on behalf of the child/young person.