



ADMISSIONS POLICY

Policy	Date	By	Changes Made
Created on	04/05/2015	Syl Edgeley	
Adopted by Council on	04/06/2015	All Trustees	
Frequency of review	Annually	SLT Member(s)	
Last Reviewed on	31/10/2023	Fergus Bright	Whole policy review

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1. INTRODUCTION

Sheiling School has been in operation since 1952 as an Independent Residential Special School providing therapeutic education and care for children and young people with special educational needs. In 2016, the residential provision was registered as a Children's Home with Ofsted.

Sheiling School is an activity of Thornleigh Camphill Communities Limited, which is a registered charity (No 307104) and a non-profit making limited company (No 497029).

Thornleigh Camphill Communities Limited is made up of the Sheiling School, Orchard Leigh Community and The Hatch Community, which are for adults with special needs.

Sheiling School is a member of the [National Association of Independent and Non-Maintained Special Schools](#).

Sheiling School offers a unique therapeutic, educational and social school community to children and young people, aged from six to nineteen years old, based on the therapeutic principles of Rudolf Steiner.

Sheiling School offers a variety of provision, depending on individual young people's need, from day placements, weekly and full boarding both 38 and 52-week placements.

Sheiling School is a school approved by the Secretary of State (under section 41 of the Children and Families Act) for Education as a day and residential school for boys and girls aged 6 – 19 years, who have either moderate or severe learning difficulties. The current admission criteria is for young people who require a medium to long term placement and who have a range of needs including Autism Spectrum Disorder, ADHD, Social Emotional & Behavioural Difficulties

We will not provide for:

- Children and Young people with severe physical or sensory disabilities
- Children and Young people who may have serious mental health issues, or those requiring specialist psychiatric interventions, those with alcohol or drug dependency

The school is divided into age appropriate classes as described in the Waldorf curriculum. Sheiling School is a non-denominational school and welcomes children and young people from all religious and cultural backgrounds. We celebrate all festivals and work with parents / carers and placing authorities to ensure the cultural and spiritual needs of the young people are met.

2. THE REFERRAL AND ADMISSIONS PROCESS

The processing of enquiries and applications is co-ordinated by the Admissions Coordinator with the support of the Admissions Administrator. The Admissions Team meet weekly and membership comprises of the CEO, Head Teacher, Head of Care, Admissions Coordinator and Admissions Administrator.

Stage 1: Initial Enquiry

Most referrals begin with a telephone call from a family or from a professional involved in placing a child/young person. They usually ask to know what the school has to offer and are asked to describe the child/young person's background and needs.

Before a visit can be arranged, families or local authorities are asked to send a copy of the most recent Annual Review report, the Education Health and Care Plan (EHCP) and/or any other information. The admissions group meets every week, initial enquiries are discussed and approved based on our admission criteria, an impact assessment and the number of vacancies.

If we feel that the child/young person may be suitably placed with us we will arrange for an initial to visit the school.

We welcome requests for visits, either with or without the child or young person to tour the site and see our facilities, meet our staff, and talk to us about any concerns or questions.

More information specifically for the child/ young person is available on our website, which is packed with helpful information about the school, daily life there and our facilities.

Stage 2: Visit to the School

The initial visit by the families and other interested parties is usually conducted by the Headteacher and members of ELT, who will answer any questions that arise and will explain in more detail the provision and curriculum of the school and home. The visit has most value if it takes place during term time when it is possible to see the school at work and to meet the pupils and staff.

Staff from Sheiling School may also visit, if appropriate, or telephone the prospective pupil's present school to confer with the staff there in order to gain a deeper insight into the prospective pupil's needs. If requested, school staff may also visit the home if it is felt to be inappropriate for the prospective pupil to visit at this early, initial stage.

Stage 3: Assessment and Familiarisation Visits

If, following the initial enquiry and visits, it is thought that the child/young person could be appropriately placed at Sheiling School, a period of residential or day familiarisation may be arranged.

Before this, we require the agreement of the local authority or other agencies and to have received relevant information relating to the child/young person's educational, social and emotional needs from the authority, family and the present or previous school.

To enable the school to be aware of the child/young person's specific needs the family are asked to complete a detailed questionnaire and return it prior to the assessment.

Following the familiarisation, the observations of teachers, therapists and care staff are collated in order to support the decision that Sheiling School can meet their child/young person's needs.

3. ADMISSION

Once an admission date has been agreed preparatory work is needed in order to minimise anxiety or confusion on the part of the new pupil and the family; as before these resources will be prepared by the Admissions Group. Pupils can be invited to initially spend shorter days at Sheiling School prior to full admission in order for the new pupil to get to know the staff and other pupils.

Every pupil is admitted on the understanding that the first three months at School is seen as a trial and assessment period. An 3 Month Review, chaired by the Head of Faculty, will then be held at the end of the assessment period.

The School reserves the right to postpone or cancel the process of admissions of a child/young person if circumstances change, for example, the child/young person's needs or behaviour change or if there is no longer space or appropriate facility for that particular pupil.

The School complies with the terms and conditions of the National School Contract (NASS) or other specific contracts with the Local Authority.

Admission will only take place once contracts and Individual Placement Agreements (IPA) have been signed by both parties, a Purchase order number has been given and the Positive Behaviour Support Plan and Risk Assessment (PBSPRA) has been signed and approved by all parties.

Terms of Admission

1. Once a place has been offered to a pupil and is accepted by the parents and/or funding Authority, the full fee for one term is due, even though circumstances may delay the actual date of arrival.
2. Prior to admission, parents or guardians must return all requested documents providing detailed information concerning the pupil to the Admissions Team.
3. Every pupil has a three month assessment period.
4. At the end of the assessment period the fee level may need to be increased to reflect the extra resources required to meet the needs of the pupil.
5. Fees are payable termly, in advance.
6. If a pupil is withdrawn by parents or authorities, prior written notice of a minimum of six weeks will be required or six weeks of the fee will be payable in lieu of such notice.

7. The School reserves the right to temporarily exclude or dismiss a pupil at short notice, which will only occur in extreme circumstances such as, for example, serious threatening behaviour, serious aggression or self-injury, or destruction of property.
8. In the event of a temporary exclusion, the school should develop a Plan of Action, including a projected timescale for the necessary steps towards re-integration. This may include but is not restricted to focus groups, parent/pupil meetings, the involvement of external agencies and the re-integration meetings. If a place is kept open for the pupil full fees will be payable.
9. Payment terms are strictly 30 days from receipt of invoice. Overdue accounts are subject to monthly interest in line with the National Schools Contract.

Emergency Admissions

Sheiling School will always endeavour to admit a young person in a planned way however this is not always possible.

The School will consider emergency admissions to our residential provision for young people already placed at Sheiling School (as day pupils) and may consider a referral for a former pupil to the School. In exceptional circumstances, the School will consider referrals for emergency admission for children and young people not previously known to the School.

In these circumstances, the following procedure will apply:

- Contact is normally made through the admissions email address. At this stage as much information as possible regarding the young person is required. Any emergency admission to the school would only be agreed after the signed agreement by the Head of Development and the CEO. The school's normal admissions contractual procedure, including the signing off by IPA would thereon follow.
- If it is possible to offer an appropriate service the young person will be brought to Sheiling School to visit if they have not already done so and a meeting will be held to agree the short-term aims.

A formal admission meeting will be held prior to or within 72 hours of the placement where the criteria will be the same as for a planned admission but will also include the formulation of the placement plan.

Contact and arrangements

Initial contact:

Fergus Bright – Admissions Coordinator

By phone: 01454 412194

By email: admissions@sheilingschool.org.uk

Or by letter sent to: Admissions, Sheiling School, Thornbury Park, and Bristol, BS35 1HP.

Informal Visit: Prospective parents, carer or Authorities to visit the School (can be with or without prospective pupils). If initial visit and interview is requested at the same time, documents listed below must be received a minimum of one week prior to visit.

New Admissions

For new admissions, the following procedures and processes should be followed:

- **Pre Admission Form:** (Appendix 1)
To be completed by parents or carer. Date of assessment meeting is confirmed once this and all relevant documents from check list are received.
To be followed by further visits, trial school days as appropriate.
- **New Pupil Check List** (Appendix 2)
Information gathering and comprehensive list of all administrative elements to be completed prior to placement
- **Acceptance of Placement from** (Appendix 3)
In order for us to proceed, the Local Authority must agree to the placement and confirm that they will provide the funding as quoted in the Consult.
- **Letter to LA (to confirm placement, Terms of Agreement, Fees and request for IPA)**
- **Local Authority Declaration Form:** (Appendix 4)
This declaration refers to any current or historic safeguarding concerns and parental responsibility and contact restrictions
- **Previous school -DSL Declaration of Safeguarding Concerns** (Appendix 5)
We need to be fully informed about any historic and / or current Safeguarding concerns regarding the young person who was a former pupil in your school.
- **Placement Finalisation Meeting:** (Authority, parents & school)
To Confirm: Transport, Transition, Provisional Start Date, Staffing, Consent, IPA and PO where applicable,
- **Welcome to Sheling School:**
Social Story pack sent to young person and the parents will receive final details in the Welcome Pack including introduction to the class / teacher etc. and any transition information.

Start date: Start date will be confirmed once the Positive Behaviour Support Plan and Risk Assessment (PBSPRA) has been signed and approved by all parties, all paperwork has been completed, the IPA signed and purchase order number provided

4. WHAT THE SCHOOL CAN OFFER

Specific Provision

Sheiling School offers the following therapies are part of the provision. This provision is available to all pupils/young people, but is assigned with consideration for the EHCP of each young person, our Consultative Advisor and Clinical Process and staff at the School.

- Speech and language Therapy
- Eurythmy Therapy
- Art Therapy
- Rhythmical Massage
- Drama Therapy
- Occupational Therapy
- Sensory Integration
- Therapeutic swimming lessons
- Equine Therapy

Most, although not all, pupils admitted with wide-ranging learning difficulties also experience communication and sensory processing difficulties. These vary from pupil to pupil and call for individual assessment and intervention.

Our Speech and Language Therapists (S<) and Occupational Therapists are expert in helping teaching and support staff improve their technical ability to understand the feedback from the assessments and to translate this in to work in the classroom/home.

We have the highest expectations for progress and development for our pupils, making certain that therapies on offer are embedded in the fabric of every interaction (not just in a therapy room or assessment) and ensuring that the pupils experience a more outcomes focussed learning experience. Our S< will undertake discrete sessions with pupils but will also work in the classroom, sports hall, outdoor curriculum and the homes, embedding the very best practice in Speech and Language Therapy throughout the school and residential provision. We aim to provide a total communication environment.

Our Occupational Therapist has specific expertise and training in sensory integration and works in the same way as the S<.

Outdoor Education

Pupils make good use of the large outdoor areas we have available. The activities available, the Outdoor Education and the natural environment/playground will support fluidity of movement, motor skills development and use of excess energy, which can be channelled towards more constructive activities rather than aggressive outbursts or challenging behaviour.

Medical support

The school can offer routine support to minimise and stabilise the effects of conditions such as asthma, diabetes and epilepsy. We have a registered nurse who trains staff and oversees the pupils' health and welfare.

Social Emotional & Mental Health difficulties and the Promotion of Positive Behaviour

A number of pupils with learning difficulties experience emotional problems and exhibit challenging behaviour.

All staff working are fully trained in accredited Positive Behaviour Support through the provider Team-Teach. This is monitored by ongoing training / practice sessions with our in-house advanced tutors. The Positive Behaviour Support forms part of their placement plan.

Any issues surrounding the managing of pupils challenging behaviour and the development of appropriate responses will be discussed in regular internal reviews as well as formal reviews with the parents, and representatives from the funding authorities. In the event of a concern in the escalation of challenging behaviour, review meetings will be more frequent.

The majority of our pupils are staffed 1:1 both during school hours and in the residential setting. A comprehensive Positive Behaviour Support Plan and Risk Assessment (PBSPRA) will be drawn up by school, parents and LEA as part of the admissions process. The parents and Authority of any pupil are involved in ensuring this document contains all the important and relevant information. The PBSPRA is reviewed regularly as well as reviewed and agreed at each Annual Review.

Delayed Social Development

The difficulties in this area may take many forms but the school is well provided to aid the development of practical and interpersonal social skills leading to greater independence.

Care and Support

The ethos of Sheiling School is based on the social, therapeutic and educational principles of Rudolf Steiner. Essential to the school is the recognition and belief that behind every disability, each young person's human integrity and spiritual wholeness are preserved. For the Sheiling School, this means that every child/young person, both because of and despite their disabilities, has something to give and something to learn in all of their relationships, with other young people, staff, teachers, carers, friends and family.

We believe that mutual recognition and acceptance, within a distinct school community setting, enable both the individual independence and social connectedness that form the basis of growth and change. We believe that recognising each young person's human and spiritual integrity means to educate and care for the whole person; intellectually, morally, spiritually and physically. The Sheiling School seeks to broaden each child and young person's horizons along with their confidence and ability to access the wider community beyond the school and home's boundaries in keeping with what is appropriate for their age and ability.

Sheiling School encourages young people to:

- Build and maintain positive family links/relationships by encouraging and supporting the reunification process where needed and possible; remaining aware of the social and geographical factors
- Minimise the number of moves experienced by the young person
- Support a programme of work to encourage independence
- Provide longer-term continuity of education, care, support and guidance
- Promote a positive approach to childhood care and experiences, incorporating and encouraging community activities and wider activities/hobbies

- Complete individual and direct work with young people to support them in coming to terms with past experiences and supporting them in the development of positive strategies for coping.

5. EXCLUSION AND WITHDRAWAL POLICY

Introduction

Sheiling School is committed to providing high quality care and education for all our pupils and young people.

This Exclusion Policy applies to all pupils and young people and complies with the National Schools and Colleges Contract. The aim of this policy is to support the school's Positive Behaviour Policy and to set out a fair procedure to follow when a pupil/young person is required to leave Sheiling School.

Head Teachers' power to exclude

In normal circumstances, the decision as to when a pupil/young person leaves the Sheiling School will be agreed upon through the annual review process at least one term before the scheduled date of leaving. Sheiling School will inform the placing authority at an early stage of any situation likely to lead to an exclusion in order to give the placing authority the opportunity to seek to resolve matters. If a pupil/young person placement suddenly breaks down we will, where possible, arrange an emergency review to determine the best way forward for the pupil/young person. The placing authority will be notified and will be expected to send a representative. It may, however, be necessary to make decisions in the absence of a representative if they cannot attend.

In certain circumstances, the Head Teacher may exclude a pupil/young person from the Sheiling School on disciplinary grounds for one or more fixed periods (of up to 45 term time days in an academic year) or permanently.

Exclusion may be used in a number of circumstances including for:

- Harm to others;
- Actual or threatened violence;
- Disruptive and/or unmanageable behaviour;
- Severe Damage to property;
- Sexual abuse;
- Unsafe behaviours that compromise safety of others;
- Behaviours of concern that through their frequency and type or severity cannot be safely managed through the school's positive behaviour support.

These are non-exhaustive examples and the Head Teacher will consider the appropriate action following each incident. The behaviour of a pupil/young person outside of the Sheiling School can be considered grounds for exclusion.

Exclusion Procedure

A permanent exclusion should only be used as a last resort where there has been a serious breach or persistent breaches of the Sheiling School's Positive Behaviour Policy and where allowing the pupil/young person to remain in the school would harm the education or welfare of the pupil/young person or others.

Any decision to exclude a pupil/young person must be lawful, reasonable, fair and in accordance with the principles of natural justice. The Head Teacher must carry out a sufficient investigation of the facts to justify the decision whether or not to exclude. The Head Teacher will apply the civil standard of proof "on the balance of probabilities" when establishing the facts in relation to an exclusion decision. A pupil/young person and their parent/guardian should be told the nature of the allegation that is being made against them. The Head Teacher will, where practical, give the pupil/young person and their parent/guardian an opportunity to present their case before making a decision to exclude. If the Head Teacher decides to exclude a pupil/young person, this must be a proportionate decision taking into account the seriousness of the conduct.

For proposed permanent exclusions, the Head Teacher must notify the placing authority by telephone immediately and provide written confirmation within 3 working days. The Head Teacher must give the parents and the placing authority an opportunity to attend a meeting to discuss the matter within 15 working days. The Head Teacher may take a further 5 working days to consider any representations and to determine whether to implement a permanent exclusion.

Sheiling School will not discriminate against pupils/young people on the grounds of sex, race, disability, religion or belief, sexual orientation, or gender reassignment. The Head Teacher recognises that all pupils/young people at Sheiling School have an Education Health and Care Plan (EHCP). Where there are concerns about a pupil/young person behaviour, Sheiling School will try to intervene early to reduce the need for exclusion and will make any reasonable adjustments to manage behaviour related to their disability. The Head Teacher will also take into account any contributing factors, for example, where a pupil/young person has been subject to bullying.

When the Head Teacher excludes a pupil/young person for a fixed period they will, without delay, notify parents and the placing authority of the period of exclusion and the reasons for it. Sheiling School will specifically provide notification to the placing authority by telephone at the earliest opportunity and confirm this in writing within 24 hours.

If the pupil/young person's behaviour could be construed as criminal, the Head Teacher may contact the police without giving notice to the parents.

Withdrawal

If a pupil/young person is withdrawn by parents or the placing authority, prior written notice of a minimum of six weeks will be required or six weeks of the fee will be payable in lieu of such notice. Sheiling School reserves the right to charge interest in line with the National Schools Contract.

Duties following exclusion

For a fixed period exclusion, where the pupil/young person has a residential placement, the pupil/young person shall be returned home or to the placing authority. Sheiling School must ensure that work is either provided for the pupil/young person to undertake and/or guidance is given with regard to activities during the exclusion period. Sheiling School will convene a meeting at the earliest opportunity and in all cases within 5 working days with the placing authority to agree a strategy plan for the pupil/young person's return. If the pupil/young person is a 'looked after child', then Sheiling School must convene an urgent review meeting to agree the next steps.

For permanent exclusions, the local authority must arrange suitable full-time education for the pupil/young person.

Procedure for Appeal

If parents wish to appeal against the decision to exclude, the matter will be dealt with as a complaint. Please refer to the Schools' Complaints Policy.

6. THE SAFEGUARDING TEAM AT SHEILING SCHOOL

Our Safeguarding Team:

Noah Black – Designated Safeguarding Lead (DSL)

Syl Edgley - Deputy DSL

Vic Welsh - Deputy DSL



PRE-ADMISSION INFORMATION FORM

PERSONAL	
Full name	
Gender	
Date of birth	
NHS Number	
First language	
Legal status (eg: Child Looked After / Child In Need) if relevant	
Is the young person accommodated under any section in the Children's Act? If yes please specify.	
Are there any contact restrictions in place?	

DECLARATION OF PARENTAL RESPONSIBILITY	
Name(s) of parent(s) / carer(s) with whom the young person lives	
Names of all individuals with legal parental responsibility (if different from above)	

CONTACT DETAILS 1 – parent / carer	
Name	
Full address	
Email	
Home telephone	
Mobile	
CONTACT DETAILS 2 – parent / carer (where there is only one parent / carer please provide details of a 2 nd adult who can be contacted in case of emergency, such as a relative or friend)	
Name	
Full address	

Email	
Home telephone	
Mobile	
EMERGENCY CONTACT DETAILS – please provide details of a 3 rd adult who can be contacted in the event of an emergency. This person must live at a separate address to those named above.	
Name	
Full address	
Email	
Home telephone	
Mobile	

SAFEGUARDING	
Are there any current safeguarding concerns?	
Have there been any historic safeguarding concerns?	
If you have answered YES to either question above, please contact Syl Edgeley (Designated Safeguarding Lead) on 01454 422722 or syl.edgeley@sheilingschool.org.uk	

PROFESSIONAL CONTACTS	
GP Name Surgery Address Phone Email	
Social worker Name Address Phone Email	
Paediatrician Name Address Phone Email	
Educational Psychologist Name Address Phone Email	
Other Name Address Phone Email	

MEDICAL HISTORY	
Diagnosis	
Please provide a brief description of the young person's general health and any known medical conditions.	
Allergies	
Please list all current medication / supplements.	
Please give details of any known hereditary or congenital diseases from either parents' family or other medical conditions, e.g. epilepsy or mental health problems.	
Have there been any hospital admissions or serious illnesses? Please provide brief details of reason for treatment and approximate dates of admission.	

FAMILY, CULTURE, EDUCATION	
Please provide the names and ages of other members of the household along with a brief description of the nature of the young person's relationship with them.	
Please give details of any other friends or family members who are important to the young person	
Young person's religious / cultural requirements (if relevant)	
Current school (Please include name, type [eg: mainstream / SEND] and approximate dates of attendance)	
Previous schools (Please include name, type [eg: mainstream / SEND] and approximate dates of attendance)	

ADDITIONAL INFORMATION: please use this section for any other comments or information you feel is relevant.

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SHEILING SCHOOL PRE-ADMISSION INFORMATION FORM 09.06.20

Form completed by:

Date:

Please return completed form to admin@sheilingschool.org.uk

APPENDIX 2

New Pupil Check List

Pupil Name		
Provisional Start Date :		
Head of Finance aware of start date?		
Confirmed Start Date : <small>(NB: no start date until all documentation & PO number received)</small>		
1. Information Gathering	To be completed by:	
	Completed:	
Prior to placement being offered, has Headteacher read EHCP in detail?		
Written confirmation from LA of acceptance of placement	Received:	
Staffing	Agreed level:	
Pre-admissions Information Form, supporting documentation and PBSP / RA Google Link requested from parents / carers	Sent:	
	PAI form Returned:	
	Online PBSP / RA Form complete (let education staff know):	
Supporting Documentation & Local Authority Declaration Form requested from LA	Sent:	
	LA Declaration form Returned:	
Admissions Procedure & timescales email sent to Parents	Sent:	
Admissions Procedure & timescales email sent to LA	Sent:	
Supporting Documentation requested from previous school (esp: attainment levels, previous school reports, Risk Assessments, CP plans, safeguarding records, Attendance Data) including Safeguarding Request document to	Sent:	

DSL (asks for any concerns, reports or referrals that have met safeguarding thresholds)		
Safeguarding Request document received from previous school	Received:	
Supporting Documentation Received from parents / carers / previous school / LA	EHCP	
	Latest school report	
	Most recent attainment in P / N.C levels	
	Latest Annual Review Report	
	Consultant Psychiatrist/ Psychologist reports	
	Any other medical reports	
	Behaviour Management Plans from current school	
	Risk Assessments from current school	
	Child Protection Plans from current school	
	Safeguarding records from current school	
	Attendance Data from current school	
	OT / Physio / SALT reports	
	Transport Passport	
Second Email sent with timescales	Sent to parents	
	Sent to LA	
School Administrator aware of planned start date	Sent:	
2. Placement Finalisation Meeting	To be arranged for:	
	Arranged:	
Invitation Letter to Parents Acknowledge receipt of all pre-admissions info and send invitation to Placement finalisation meeting	Sent:	
Confirmation letter to authority Acknowledge receipt of all pre-admissions info and send invitation to Placement finalisation meeting	Sent:	
Education / Care Staff have met YP	Visit date and staff member:	
3. School Admin & Forms – to be completed prior to placement		
Documentation	Social Story requested from Sam	
	Welcome Letter, Safeguarding Widget, Social Story for class X & school rules sent:	
	Pre Admission Welcome Pack sent, including Free School Meals letter:	
	Multiple Consent form	
	Technology Agreement	
	Acceptable Use Agreement	
	Record of Immunisation	
	First Aid Homely Remedy Parental consent form	
	Homely Remedy Parental consent form (if applicable)	

	Medication Parental consent form (if applicable)	
	Photos x 2	
4. Education / Care Team: PBS / RA	Draft PBS / RA to be completed by:	
	Written confirmation to be received by:	
All pre-admissions documentation received: education staff to create DRAFT PBS / RA	Requested from school staff:	
	Received from School staff:	
Written confirmation of PBS / Risk Assessment approval parents (signed off) & LA (confirmation of receipt)	Requested signed for (parents):	
	Received signed for (parents):	
	Requested confirmed receipt (LA):	
	Received confirmed receipt (LA):	
<small>NB: if a Social Worker is involved they will need to sign on behalf of the LA</small>		
5. Contract Admin (IPA / PO)	To be completed by:	
	Completed:	
IPA checked against EHCP (SE)		
IPA & PO Number received and complete <small>(NB: no start date until this has been received)</small>	IPA / PO requested from authority:	
	IPA received, signed and returned:	
	PO Number Received:	
Placement Finalisation Form	Printed and signed :	
	Paper copy on Pupil file :	
6. Finalisation Admin – to be completed prior to placement		
Handover to School Administrator (ensure all docs are on Current Pupils AND Admissions Archive)	Date:	
Email all staff with photo and class / house (preferably at least 1 week prior)	Date:	

APPENDIX 3



ACCEPTANCE OF PLACEMENT

In order for us to proceed with the Admission of the child/young person below

Name:

DOB:

Can you please complete the following and return by email to admissions@sheilingschool.org.uk or admin@sheilingschool.org.uk for our records.

Once this is received we can then progress with the Admissions paperwork.

Many thanks from the Admissions Team

Name of Local Authority:

We agree to the placement and will provide the funding as quoted in the Consult.

Name:

Designation:

Date:

APPENDIX 4



Local Authority Declaration Form

Dear colleague

As part of Sheiling School Admissions procedure we require the following to be completed before the new placement can begin. Please ensure that all questions are answered.

Name of Pupil:

D.O.B:

Safeguarding

Have there been any historic and / or current Safeguarding concerns?

Yes / No

If Yes, please contact Syl Edgeley directly on 01454 422722 or syl.edgeley@sheilingschool.org.uk

Parental Responsibility Declaration: Are the following details that have been provided by Parent/Carer correct?

Name of Parent(s)/Carer(s) with whom the child lives:

- 1.
- 2.

Does this parent / these Parent(s) have Parental responsibility?

Yes / No / Non Parent-Carer (highlight applicable choice)

Name of Parent/Carer with whom the child DOES NOT live:

- 1.

Does this Parent have Parental responsibility?

Yes / No (highlight applicable choice)

Does this Parent have legal access to the child?

Yes / No (highlight applicable choice)

Contact Restrictions:

Yes/No

If yes, please give details:

If yes is there a court order in place?

Yes/No

If yes please give details:

I confirm that the information on this form is correct

Name of Local Authority representative:

Signature:

Designation:

Dated:

APPENDIX 5



**Sheiling School
Thornbury**

STRICTLY CONFIDENTIAL: Declaration of Safeguarding Concerns

Dear colleague

As part of Sheiling School's Admissions Assessment process we need to be fully informed about any historic and / or current Safeguarding concerns regarding the young person **[INITIALS + DOB MM/YYYY]** who was a former pupil in your school.

If there have never been any historic and / or current Safeguarding concerns please complete the box below:

I confirm that there have not been any historic and / or current Safeguarding concerns.

Name of School:

Designated Safeguarding Lead:

Signed:

Dated:

If there are any historic and / or current Safeguarding concerns please provide details in the box below:

Historic concerns

Current concerns

Name of School:
Designated Safeguarding Lead:
Signed:
Dated:

Alternatively, please make direct contact with:

Syl Edgeley (Deputy Designated Safeguarding Lead) TEL: 01454 422722

Email: syl.edgeley@sheilingschool.org.uk

Or

Noah Black: (Designated Safeguarding Lead) Tel: 01454 412194

email: noah.black@sheilingschool.org.uk