



## **Admissions Arrangements 2022/23**

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**Written by:** Lucie Kelly Director of Cairn Education

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**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

# Key Contacts

	Name	Cairn Education contact information
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# Contents

- Contents.....2
- 1. Introduction .....3
- 2. Number of places available.....3
- 3. Registration arrangements .....3
- 4. Service user criteria .....4
- 5. Referral arrangements.....4
- 6. Commissioning process.....6
- 7. Induction.....6
- 8. Admissions .....7
- 9. Criteria to be applied in respect to service users when oversubscribed .....7
- 10. Offers .....7
- 11. Procedure following an offer .....7
- 12. Appeals against any refusal to accept a referral.....7
- 13. Complaints .....8
- 14. Equal Opportunities .....8
- 15. Review.....8
- 16. Links to other policies .....8
- Appendix A - Referral Form.....9

# 1. Introduction

Cairn education's aim is to provide unique, personalised, and innovative programmes to improve the lives of autistic individuals and/or individuals that have dis-engaged from mainstream education or employment. Cairn Education has two central elements, therapy and education. The therapy element of the team provides assessment and strategies to understand how to support the lives of individuals better, whilst the education team implements these strategies to create a comprehensive approach to teaching, learning and the transition into employment. Admission will be through the referral process or subject to meeting the criteria for our service users and a private contract outlined in this policy. Admissions may be made at any time throughout the year.

This policy has been developed in response to:

- The Education Act 2002
- School Admissions Code (December 2014)
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Prevent Duty Guidance – Published 2015, Updated April 2019
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, July 2015, last update September 2020
- The School Information (England) Regulation 2008
- The School Admissions (England) Regulations 2012

# 2. Number of places available

Cairn Education is registered to offer the following number of places:

Number of students on the school role: 6

Number of students on school role of compulsory school age: 4

Number of students on school role post 16: 2

Number of students on alternative education provision: Assessed dependent on number of hours of each student.

Total number of student hours per week capacity: 180 hours.

# 3. Registration arrangements

## **Compulsory school age**

Students of compulsory school age who are expected to attend Cairn Education full-time will be placed on role at Cairn Education. The Local Authority will be issued with a placement proposal and costings to which the Local Authority will need to confirm agreement before a placement commences.

## **Post 16**

Post 16 students will be registered at Cairn Education CIC. As part of this contract Cairn Education may sub-contract courses with local FE providers.

### **Alternative Provision/ Re-engagement programmes**

Compulsory school age children accessing our alternative provision services must be registered on role at another education provider/school or access our provision as part of an EO-TAS package supervised by the Local Authority. The Local Authority will be issued with a placement proposal that clearly states this arrangement to which the Local Authority will need to confirm agreement.

## 4. Service user criteria

Cairn Education will specialise in providing places for autistic individuals who may also present with one or more of the following criteria:

- Significant levels of social isolation
- Moderate to severe anxiety
- The need for autism specific strategies
- Sensory processing difficulties or differences which impact on their access to education and or wellbeing.
- Difficulties with social interaction and communication
- Individuals who have been out of education
- A statement of SEN
- Recognition from professionals working with the individual that they would benefit from an approach tailored to individuals with Autism
- The ability to progress academically given the appropriate support and strategies and working at Entry level 2 to GCSE level
- Have been out of education for more than one month or recognition from professionals that mainstream education providers cannot meet their need

## 5. Referral arrangements

To acquire a place at Cairn Education service users can be referred by an educational establishment, local authority (commissioners), employer or self-refer within an independent contract. Once a referral to Cairn Education has been made Cairn Education will enter a due diligence process.

The due diligence process will involve but not be limited to;

- Can we meet the service users needs?
- Is Cairn Education appropriate provision?
- Does our curriculum/programmes we offer meet the needs of the service users?

If Cairn Education can meet the requirements set out in the due diligence process then an offer will be made based on the service users individual needs and requirements. If we have not entered into a funding agreement with the referral party then there will be conditional offers which will be confirmed once we have a signed funding agreement. Once a funding agreement is in place an induction process can begin. There is an induction process for both short and long-term placements, including a 12 week trial for long term placements.

As part of Cairn Education's referral process we will ensure that;

- all programmes offered by Cairn Education can meet the needs of referred service users at the point of admission
- each individual referral is dealt with efficiently and within the required timescales
- provide a transparent process for referral of prospective service users
- each setting has a structured and supportive admission and induction procedure for new service users
- To ensure the future destination of all pupils is verified as appropriate and if not inform the local authority/guardian in a timely manner.
- special educational needs outlined in the child/young person's Education, Health and Care Plan or other records can be met within the resources of the individual setting, or with the provision of additional resources
- any additional required resources can reasonably be provided
- post admission placement meetings are informed by up to date detailed assessment and information.
- post admission review takes place within twelve weeks. This meeting should endorse the placement and agree with the detailed individual support plans. All stakeholders should be invited to participate in this meeting.
- an individual risk assessment is conducted before admission and is reviewed as part of the post admission and regularly thereafter.
- have in place a systematic approach for keeping admission records, in line with current legislation
- all relevant documentation (contracts, permissions etc.) have been signed by the appropriate Local Authority personnel/parent/guardian prior to admission of the child or young person.
- in admitting a young person that prior to the end of the post admission period (12 weeks) they have identified and completed:
  - contractual arrangements between the school and the placing Authority through completed National Schools Contracts and funding agreement letter
  - the identification of those special educational needs Cairn Education is equipped to cater for
  - base line information and assessment details to be presented in advance of post admission review
  - information stating what needs to be in place before a new child/young person can be admitted
  - an induction process for a new child/young person
  - a system that identifies the resources and expertise required to meet the child/young person's individual needs (Individual Education Plan/Behavioural Support Plan/Young Person Risk Assessment).

## 6. Commissioning process

The point of contact for admissions is Lucie Kelly [luciekelly@cairneducation.co.uk](mailto:luciekelly@cairneducation.co.uk)  
Once a contact with Cairn Education has been made then set out the commissioning process.

The commissioner will be purchasing places at Cairn Education. A Service Level Agreement will be negotiated and drawn up. The Service Level Agreement will set out the obligations Cairn Education, the commissioning authority and/ or all parties are clear about; what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the service user; and what monitoring arrangements will be agreed to review the contract performance. Cairn Education will seek and welcome contractual arrangements with key local authorities proximal to the provision. The contract monitoring review process will be on a termly basis in agreement with the commissioner. Cairn Education will collate demographic and outcome data gathered in relation to the service users needs, attendance, academic/employment performance and behavioural presentation. This will be reviewed jointly with any commissioner on an agreed schedule.

Each placement will be based on Cairn Education's fees. These are based on the provision required and can be requested at [info@cairneducation.co.uk](mailto:info@cairneducation.co.uk).

## 7. Induction

Cairn Education has two different induction programmes according to length of service contract.

Up to 12 week placement at Cairn Education;

- orientation and taster session
- re-engagement assessment and other therapy/educational assessments to meet needs
- Cairn Education objective setting for placement
- engagement review after 2 weeks with all stakeholders

Over 12 week placement;

- orientation and taster session
- education/employment baseline and therapy assessments
- Cairn Education objective setting for placement
- 12 week admission period progress review with all stakeholders to assess if Cairn Education is meeting the needs of the service user

## 8. Admissions

Cairn education keeps an admission register which contains an index in alphabetical order of all service users including applicable details from the Application/Referral Form (Appendix A) of this document and including the emergency contact details for each service user. The register is kept on Cairn Education's secure and password protected cloud storage.

## 9. Criteria to be applied in respect to service users when oversubscribed

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Level of need and Cairn Education's ability to meet the applicants needs.
2. Students who live closest to Cairn Education in a straight line. [Distance will be measured from the front door of a student's home to the front gate/door of the school. If pupils live exactly the same distance away from the school, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of the school.]

## 10. Offers

If we can accept a referral we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

## 11. Procedure following an offer

When offer letters are sent, if the commissioner/applicant fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

## 12. Appeals against any refusal to accept a referral

Appeals against an unsuccessful referral or application for admission should write to Lucie Kelly [luciekelly@cairneducation.co.uk](mailto:luciekelly@cairneducation.co.uk) outlining reasons supporting the referral and any supporting documentation. Lucie Kelly will consider this and reply within 15 days, stating Cairn Education's position. If a place is not granted after that process, the commissioner may

make a final appeal and request a review by the governors of Cairn Education. A decision will be notified within 5 working days of the hearing.

## 13. Complaints

Any objections to this policy or its application should be raised with Cairn Education through its normal complaints process which is available by contacting [info@cairneducation.co.uk](mailto:info@cairneducation.co.uk).

## 14. Equal Opportunities

Cairn Education is committed to equal opportunities and admits service users across the full spectrum of abilities. All service users have an individualised programme to meet their needs.

## 15. Review

This policy will be reviewed annually and is available on request from [info@cairneducation.co.uk](mailto:info@cairneducation.co.uk).

## 16. Links to other policies

This policy should be read in conjunction with the school's other policies available on request at [info@cairneducation.co.uk](mailto:info@cairneducation.co.uk).

- Data Protection
- School Complaints
- Staff code of conduct
- Child protection
- Special Education Needs and Disability
- Health and Safety Policy
- Equality Information

# Appendix A - Referral Form

## **Young Persons details including;**

- Names
- Gender
- Address
- Name of referring school/ most recent school attended;
- Previous schools
- Year group
- UPN
- Ethnicity
- FSM
- PP
- EAL, 1st language, home language
- CiN
- CP
- LAC
- CAF

## **Parent. Carer details**

- Names
- Relationship to young person
- Address/ contact details
- Parental responsibility contact details

## **Ability and Potential**

- % Attendance
- Exclusions – No. incidents and No. days
- KS1 outcomes
- KS2 Teacher Assessment/ SATS
- KS3 Progress/ Teacher Assessment
- KS4 Predicted Grades
- Examining body (if accredited rate stated)
- Other assessments including;
- Reading age
- Spelling age
- CATS/ other
- PASS/ other attitudinal assessments
- Assessment reports from external professionals
- Option choices/ subjects currently studying

## **Agency Involvement**

- Agency
- Lead Professional
- Intervention/support
- Date started and completed

## **Reasons for Referral**

- Current challenges for the learner

- Learner needs not being met in school
- Preferred programme of study/ intervention (linked to 'ability & potential section)
- Expected duration of placement
- Expectations of placement outcomes ( linked to 'ability & potential section)

**Safeguarding**

- Assessment of potential risk factors including;
- Offending
- Bullying
- Arson
- Physical assault
- Young carer
- Self-harm
- Sexual exploitation

**Parental Consent**

- Confirm parents are aware of the referral
- Confirm parents agree to the referral