



FARNEY CLOSE SCHOOL

Admission Policy

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Approval Level	<input checked="" type="checkbox"/> Governing Body <input type="checkbox"/> Principal to Determine
Signed	
Role	Governor
Date Approved	

Overview of the provision named Farney Close School.

Farney Close is a Company limited by guarantee and registered as a Charity with the Charity Commission, registered number; 307024. A Board of Governors/Directors/Trustees are in place and oversees the running of the Company. The Board ensures that the expectations of the Charity Commission are adhered to. The school's charitable status means that it is a non-profit making organisation and so all excess funds are used to develop the school's provision.

Age range: 9 to 18 years. (National Curriculum Years 5 to 13)

Type of Placements: Day and Residential, Monday to Friday, 38 Week. We offer 5-day residential placements (Monday to Friday) plus day placements. Some children and young people do take a mid-week break at home.

In our secondary provision we accept a maximum of 16 children and young people into each year group (2 class groups) with 4 places being available for day pupils and the remaining 12 for residential placements. We have capacity for 72 young people.

In our Primary provision we accept 4 children into year 5 and 4 into year 6, all are day placements.

Location: Single rural site off the A23, 5 miles outside of Haywards Heath in West Sussex.

Who does the school cater for?

All of our children and young people have an EHCP for social, emotional and mental health difficulties (SEMH), although many of the young people have other diagnoses such as mild/moderate Autism condition, e.g. Asperger's Syndrome, Tourette's Syndrome or Pervasive Developmental Disorder. The school also works with young people who have Moderate Learning Difficulties, Speech and Language Difficulties, and Dyslexia.

As the range of diagnoses is increasing, we are happy to look at any referral that may have a different diagnosis, but which has some form of social, emotional, behavioural or learning impact on the young person.

Who refers young people to Farney Close?

All young people referred to the school must have an Education, Health and Care Plan (EHCP). This means that they are usually referred by Local Authorities, though other agencies may be involved, such as Social Services or the Health Authority. The school currently works with Local Authorities throughout the south of England.

What's the first thing that happens when a referral is made?

The school's Referral and Inclusion Officer will read the referral information to see if we can meet the needs of the young person and support the EHCP. They will then contact other external parties, such as previous school, social workers, support workers etc, involved with the young person who might be able to give supplementary information.

A brief descriptor is sent to all the Senior Leadership team (SLT) and the schools SENCO to gain further internal views of the referral. Once all the information has been gathered, we will decide whether we feel that it is likely that we can meet the young person's needs.

What happens next?

We will contact the referring authority to ask for permission to meet with the young person and their parents / carers. This may take place in the family home or directly at school; this decision will be made by the Referral and Inclusion Officer and the parents / carers. When home visits take place a member of the residential team is also likely to attend.

The visit allows the member of Farney Close staff to talk to the young person about what the school is like and what it has to offer. It also gives them the opportunity to ask any questions they might have and to get an idea on the young person's feelings about their education, future hopes and ambitions.

If a home visit takes place and supports the judgement/consideration that the school can meet the young person's needs, we will arrange a visit to the school. The young person and their parents/carers will be expected to attend, though anyone else who is involved may attend, too.

A Risk Assessment is completed with information from the referral paperwork, the home visit and relevant contact with supporting parties i.e. young person's previous school. This will help Farney Close make an informed decision as to whether we can meet needs or not.

What happens during the visit to the school?

The visit to the school will probably take about an hour and will normally be hosted by the Referral and Inclusion Officer. There will be a very informal conversation, where all visitors are encouraged to ask any questions they might have and to get a picture of what life is like at Farney Close. This will then be followed by a tour of the school and facilities.

After the walk around, if places are available and if we feel that we can meet the young person's needs, we will offer an assessment with our SENCO at a later date. The Referral and Inclusion Officer will liaise with the parents/carers about a date that they can bring their child to be assessed.

At this assessment our SENCO will spend approximately 1 hour with the young person assessing their educative ability and making an informed plan as to the particular academic and therapeutic needs of this young person. Parents / carers will not be in the assessment but are asked to either stay in school or stay locally in case the assessment finishes early.

Following on from this, Farney Close's Principal and Referral and Inclusion Officer will make a decision as to whether we are an appropriate placement for this young person. The Referral and Inclusion Officer will contact the Local Authority, along with the parents / carers to inform them of our decision. The parents/carers and young person are then asked to discuss the offer and decide if they want to accept the place. It is the Principal that makes the decision on whether a place is offered to a young person.

If the school, child/young person or the parent/carer remain unsure about the placement a taster session can be organised for part of a school day, an evening or both. This would be organised via the Referrals and Inclusion officer. In this circumstance a formal decision as to whether to offer a place would not be made until after the taster session.

The process will make it clear that it's up to the young person to make the final decision as to whether they want to attend or not. No young person is forced to attend Farney Close. We believe a young person's decision to attend is the first step in taking responsibility for making changes his/her life, and in accepting the help and guidance of our staff.

The parents/carers will be sent an information pack which contains permission forms along with other useful information. This will arrive along with a letter confirming placement and start date. We will not send this out until the young person's local authority have agreed that they can come to Farney Close.

Every young person that comes to Farney Close is placed on half a term's assessment. This usually passes without the need for a review. However, if the young person is unsettled, we will call a meeting to look at the best way forward.

If a place is offered under circumstances where there is some concern, there may be a shorter trial period. Throughout that period, we will monitor the young person on the areas of concern and stay in regular contact with all parties. If all goes well, we will offer a permanent place. If the trial does not go well, then we will work with the referring Authority and do our best to help find an alternative placement before the young person leaves.

How soon can they start?

We can usually arrange admission within two weeks after the young person accepts a place. However, the Local Authority may need time to get transport

put in place, as well as contracts and finances, and this can cause a delay. If parents / carers are happy to transport their child, even if just initially, we may be able to move the start date forward.

What day will a young person be asked to start?

Those coming on a residential placement are usually admitted to the school on a Wednesday morning. This means they have a shorter week and so are less likely to suffer from any potential homesickness. If all parties involved think it would be in the best interest of the young person to arrive on a different day, we are happy to be as flexible as necessary.

Secondary day pupils will start which ever day best suit all parties. Primary pupils currently start on a Thursday.

What time is it best to arrive?

Residential placements are usually asked to arrive with their parents/carers at 10am but this will be confirmed in their placement letter, sent from the Referral and Inclusion officer. On arrival, young people will go to their houses and settle into their room, organise their uniform etc whilst adults check that the required paperwork is completed.

Secondary aged day pupils are also asked to arrive with their parents/carers at 10am but this will be confirmed in their placement letter too.

Who should bring the young person on their first day?

For residential young people, it is important that the young person's parents/carers come with them on their first day and stay to help them settle in. Parents/carers will need to allow approximately one hour for this.

For day pupils parents/carers are also required to accompany them on their first day, but should only need to allow 30 minutes to sort uniform and check paperwork before leaving them with us for the remainder of the day.

Why can't residential young people come alone?

We want parents/carers to see the young person's bedroom and meet the House Unit and staff who will be caring for their child. The designated Linkworker will also be there to greet the young person where possible.

A member of staff will also be there to make sure that the parents/carers and young person have correctly completed the permission forms and medical forms that were sent out before admission.

What do young people need to bring with them?

Our Young Persons Welcome pack explains what a young person needs to bring to school and what must be kept at home.

Farney Close will not be held responsible for any electrical goods, jewellery, money or other personal items, brought to the school by young people unless they have been handed into staff and have been placed under lock and key.

Parents /carers will need to bring the permission forms and medical forms with them on the first day if they have completed them. This applies to both residential and day pupils.

It is vital that any prescribed medication that the school are required to administer is brought into school in its original package. This will also need to be in a condition where with the child/young person's name is clearly displayed, as is the date it was issued, the name of the drug and what is to be administered and when. If medication does not come in in its original container the child/young person will not be able to start school until this situation is rectified.

What other support is offered to new young people?

During the first two days, those that are residential will meet with their Linkworker and go through the school's "New Young Person's Care Plan". This is a standard care plan that all new young people are given to help them settle into the school.

The Linkworker will also go through the "New Young People Pack". This is a child-friendly booklet that explains everyday life at the school, e.g. class groups, Linkworker's name, expectations on the house and in the classroom, and the House itself etc.

What's the role of the Linkworker?

The Linkworker is a point of reference for both the young person and their parent/carer, as is the Manager or Senior RSCW, who leads the admission process. Though all our staff are there to help, it's these people who will offer support, guidance, and information, and will stay in contact with young people and their parents/carers throughout the young people's placement at Farney Close. Please refer to the Link Worker Policy to find out more information about their role in the school. All residential pupils have a link worker and some of the day pupils.

The day pupils gain support and guidance from the Pastoral day support worker.

What is the role of the Pastoral day support worker?

- To provide pastoral support to day pupils on a day-to-day basis
- To work as part of the team and support challenging behaviour
- To provide information, advice and structured intervention to enable pupils to make positive choices about their behaviour, attendance and social interactions

- To liaise with staff, parents and relevant outside agencies to provide appropriate intervention for students experiencing disruption to their learning
- To liaise with support staff and teachers to share strategies for support
- To develop strong links between the school and families in order to improve educational opportunities for students and to promote a positive attitude towards school

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