



Referral and Admissions Policy and Procedure

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Contents
Introduction
Aims
Referrals to the blue lighthouse ed
Selection
The admission procedure
Complaints
EOTAS Placements
Staff Responsibilities:
Monitoring and Review



Introduction

The Blue Lighthouse ED provides alternative provision for Young People aged 5 to 16 years. The Blue Lighthouse ED, 4 Kingdoms Adventure Farm, Newbury Road Headley Hampshire RG19 8 JY

We currently offer:

- Work experience placements – animal management
- Tuition 1-1 / in person / online / or group sessions
- Animal assisted learning sessions
- Play assisted learning session
- Animal assisted therapy
- Play assisted therapy
- **We do not offer full time placements or education**
 - **If the young person is not accessing any other education, we will only be able to offer them two days' placement during our normal operating hours of 10-2 or three twilight sessions of between 2-4.**

The aim of the organisation is to aid the education of young people who are struggling to access or maintain full time education. We aim to assist young people in the reintegration to full time education at their named school or college.

The purpose of this policy is to describe the admission and referral procedure for the provision as a whole. It also aims to set out the selection criteria and conditions of admission for all referrals. This includes equality and diversity considerations, ensuring compliance with the obligations under the Equality Act 2010. This policy can be made available in larger print or more accessible format if required.

Aims

- To provide a fair, clear and transparent admissions process that is understood by all.
- To provide information so that the availability and the nature of the support is clear to all.
- To ensure that the funding supports the level of young person placement/intervention.
- To enable formulated consideration to be given to each young person's age and their likely reception to positive intervention strategies.
- To ensure there is clear criterion for deciding which young people should have priority for limited placements.

Referrals to the Blue Lighthouse ED

We consider all children and young people who have the ability and aptitude to access an academic curriculum (for the education placements) and/or the therapeutic programme (for other provisions).



Learners whose SEND are suited to the provision are welcome if we have the appropriate resources and facilities to offer them the support they require. Subject to this, the provision will be sensitive to any requests for confidentiality.

No referral will be treated less favourably during the decision-making process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.

Referrals are usually made through the school/college that the student is on roll with, though on occasion also from Local Authority, the CCG, other professionals and parent/carers.

Referrals are made through the Blue Lighthouse ED referral form, which is submitted through email for our Leadership team, to be further processed for a potential placement offer.

Conditions of Admission It is a condition for admission that:

- All referrals meet the selection criteria for admission.
- Any conditions of entry to the provision are fulfilled.
- The applicant is of appropriate age and needs matching the cohort and criteria for the service requested.
- The provision can adequately cater for and meet the needs of any disability and/or special educational needs.
- Admission to the provision is at the discretion of The Blue Lighthouse ED.

Selection

The selection criteria for entry to the Education provision is as follows:

- The child or young person is age 5-16
- Learners do not have complex needs beyond Mild Learning Disabilities and/or Mild to moderate mental health difficulties.
- Learners do not present with complex challenging behaviours, including aggressive behaviours, or a history of harmful and/or risk-taking behaviours towards people or animals.

The selection criteria for 'EOTAS' and 'TWE' is as follows:

- The child or young person is between the age of 5 -16
- The provision is able to match them to a current appropriate cohort/group.
- The children/young people do not have complex needs beyond mild Learning Disabilities and/or Mild to moderate mental health difficulties.



- The children/young people do not present with complex challenging behaviours, including aggressive behaviours, or a history of harmful and/or risk-taking behaviours towards people or animals.

The selection criteria for therapy are as follows:

Children, young people and adults are selected on a case-by-case basis, assessing the provision's ability to match needs and goals. This includes, for instance, capacity at the appropriate times for certain age groups and needs. Adults and younger children are offered times outside the placement hours for children and young people (e.g., weekends).

The admission procedure

The admissions procedure is as follows:

1. Completed Referral form received
2. Our referral panel reviews the documents and information gathered from the initial enquiry to determine whether a good 'fit' is likely.
3. For Education and EOTAS Provisions we will then invite the potential learner, parents/carers, social/case/family workers to fill out our Initial Visit form then, meet the Senior Staff and have a tour of the Provision. During this meeting both parties can get a feel for whether the Provision is likely to work. The focus of the meeting will be the young person's needs, thoughts, ideas and aspirations. Once this meeting has been completed everyone can take a little time to determine whether they think the Provision could work.
4. If all agree, a place will be offered. However, should we still be unsure of 'fit', we will suggest a 2- or 3-day trial so the young person can experience the provision and we can get a better feel for their needs (though informal assessment).
5. We will then arrange a start date for the young person. In the case of therapy placements, an initial session will be booked with the named practitioner.
6. Please note, at this point that some young people need a step-by-step plan to help them assimilate to provision and we create this plan based on the learners needs.
7. We work collaboratively with everyone involved to develop a bespoke placement and learning plan for each child or young person.
8. We will request safeguarding, CTF and learner files from school where applicable, and we will require parents/carers and young people to complete registration forms.
9. Each young person and their family receive a personalised welcome pack.
10. Meanwhile we will be working on a bespoke personalised integration plan for the young person to ensure their start with The Blue Lighthouse ED is as successful as possible.
11. On arrival for their first day, each new student to The Blue Lighthouse ED will receive their necessary resources. Please note The Blue Lighthouse ED's decision on admissions is final.

Complaints



In the event of any dispute regarding admissions, parents/carers are referred to the Complaints Procedure, which can be made available upon request.

EOTAS Placements

The goal for a child or young person who is on an EOTAS placement will always be to re-integrate that child/young person back into a full-time education placement at an appropriate setting. We internally review all EOTAS placements at the end of each term to determine whether the child/young person is ready to re-integrate into a full-time placement.

Outcomes from these reviews will be;

1. Ready to return to a full-time mainstream education placement.
2. Ready to return to a full-time specialist education placement other than The Blue Lighthouse ED.
3. Ready to return to a full-time specialist education.
4. Further input and assessment in EOTAS placement at The Blue Lighthouse ED required.
5. Not ready to return to full-time education placement and The Blue Lighthouse ED can no longer meet their needs.
6. Parents, Carers and Case-officers will be informed in writing of the outcome of these reviews within one week of a decision being made. Where The Blue Lighthouse ED can no longer meet need, all reasonable efforts will be made to support the child/young person and their family in transitioning to an alternative provision.

Monitoring and Review

This policy will be reviewed annually to ensure it remains current, effective, and aligned with organisational objectives. An earlier review will be undertaken if there are changes in relevant legislation or regulations that impact its content or application.