Chiron OEP Admissions Policy

Policy implemented:	September 2023
Last reviewed:	New Policy
Next review due:	May 2027

1. Summary

This policy is to ensure that Chiron OEP is able to meet the particular needs of the children and young people who attend. The policy ensures that all relevant data with respect of each pupil is checked and documented at the start and end of the placement.

2. Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Ayesha Allen, Principal
Technical review carried out:	Craig Harris
Final quality check carried out:	Policy, Practice & Information Officer
Date implemented:	September 2023
Version Number:	1.0
Date of the next review:	May 2027

Department responsible:	Education
Job Title of Lead Person:	Principal
Author / Main Contact, including their job title (if different from above):	-

In addition to this policy, local authorities and other commissioners may have their own policies, procedures and guidance which Services must comply with. These policies should complement this policy.

However, there may be additional requirements put in place by local authorities and other commissioners and these must be adhered to. Changes must not be made to Salutem's policies and procedures without corporate approval but, where needed, local procedures should be developed to accompany these.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

3. Headings

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This policy must be brought to the attention of all employees.
The controlled version of this policy and its associated documents are available on the Blink Hub. Printed or downloaded copies are uncontrolled and may not be up to date.

4. In response to

- The Education Act 2002
- School Admissions Code 2021
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Prevent Duty Guidance 2023
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, July 2015, last update July 2025
- The School Information (England) Regulation 2008 (Amended 2025)
- The School Admissions (England) Regulations 2012
- Ambito Care and Education Ltd Referrals and Admissions Protocol

5. Content

At Chiron OEP we will:

Ensure the school is able to meet the varying needs of pupils whether they do or do not hold an EHCP. If the referred pupil is in receipt of an EHCP the school will ensure any amendments, specialist training, sharing of communication and alterations to the immediate environment will be adhered to.

Ensure that each individual referral is dealt with efficiently and within the required timescale (15 day consultation period from receipt of referral).

Ensure we follow a structured and supportive admission and induction procedure for new children and young people (see Appendix 1).

To ensure the future destination of all pupils is verified as correct. Within our admissions documents we will ensure evidence of all relevant personal information as listed in the ISS, and inform the local authority in a timely manner.

Adhere to Ambito Care and Education Ltd.'s referral and admissions protocols.

Ensure that all referrals are handled in a timely and professional manner. The process for referral handling is:

- The Local Authority makes a referral to the Chiron OEP admissions team. The referral will usually include a young person's Education, Health and Care Plan and other relevant reports
- The team will review the documents and establish if the feel the school can meet the child or young person's needs.

- The principal will contact the local authority and parents/carers to invite the young person for an online introduction via Teams in which they will have a chance to discuss the platform and their potential engagement.
- Following a successful introduction meeting an offer of a placement with a proposed start date will be sent to the Local Authority
- Upon acceptance of the placement by the Local Authority, parents/carers will be advised and a home meeting will be arranged between the parent/carers and a member of Chiron OEP staff.
- Transition details and start date will then be confirmed

Publish a Prospectus/Statement of Purpose that fulfils the regulatory requirements of the respective Regulatory Bodies

Have the Prospectus/Statement of Purpose available on the website without charge to parents/carers on request and for reference by parents/carers and other stakeholders.

Ensure that the 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.

Ensure that any additional required resources can reasonably be provided.

Ensure that preadmission meetings are carried out effectively.

Ensure that post-admission placement meetings are informed by up to date detailed assessment and information.

Ensure that the required tech is delivered to the student's home in a timely manner so that they are able to start lessons.

Ensure that a post-admission review takes place termly, unless otherwise stated in the transition plan

Ensure that an individual risk assessment is conducted (where possible) prior to admission, or upon admission in consultation with previous staff if appropriate. This will be evaluated as part of the post-admission review and regularly thereafter in partnership with parent(s)/carer(s)

Ensure that baseline testing and creation of the IEP happens within the first 8 weeks that a student is with Chiron OEP.

Have in place a systematic approach for keeping admission records, in line with current legislation.

6. Areas of Governance

This policy has been written with expert contribution from appropriate stakeholders. The Information Governance team will monitor, reflect on and gain organisational learning from the implementation of this policy. This policy will be reviewed and updated two years from implementation unless legal changes demand a more timely amendment.

The application of this policy and its associated documents is mandatory for all services staff, volunteers, agency staff and all other Salutem representatives. Staff understanding of this policy and associated documents will be assured through training, assessment of competency and supervision.

Staff understanding of this policy will be assured through training and the delivery of awareness raising workshops as deemed necessary by Divisional Management. The people we support will be involved in the review to ensure it captures the important issues for them.

7. Admissions Register

The school keeps an admission register which contains an index in alphabetical order of all the pupils at the school and the following information about each pupil:

- Name in full
- Gender
- The name and address of every person known to the school to have responsibility for care against the entry on the register of the particulars of any parent or carer with whom the pupil normally resides an indication of that fact and an emergency telephone number
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any
- Leave date (where applicable)
- Leaving destination (where applicable)
- When a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider

We will ensure that where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this is reported to the Local Authority in a timely manner. The admission register will be kept on the school database and updated as required.

8. Additional Information

We will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education
- have ceased to attend school
- have been certified by medical personnel as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- have been permanently excluded (see exclusion policy)

The local authority will be notified when school is to delete a pupil from its register under the above circumstances. This will be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. We recognise it is essential that our schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

9. Appendix

CHIRON OEP ENROLMENT PROCEDURE

1. SW or Parent completes the enrolment form which contains:

    a. URN number
    b. Full Name
    c. DOB
    d. Permission to access safeguarding files
    e. Who to report to

f. Input regarding their wishes in terms of progress

Organised by: AA (or attendance officer/DSL)

Conducted by: N/A

2. Induction meeting with Parent/Carer

a. Who will be with them in lessons
b. Gathering info on PBS and other needs
c. Ensuring we have all the relevant documentation

Organised by: AA (or attendance officer/DSL)

Conducted by: Core Teacher or attendance officer depending on availability

3. Induction meeting with Child (1 hour total)

a. 1:1 paper work
b. Avatar
c. Short baselining tasks?

Organised by: AA (or attendance officer/DSL)

Conducted by: Core Teacher or attendance officer depending on availability

4. Week 1: Into lessons plus 1:1 with Ayesha or Nikki (2x30 minutes)

a. To include initial reading test and PASS?

Organised by: Individual teachers. Must be set up on Teams and signposted in lessons.

Conducted by: Core Teachers

10. Useful Links

https://www.gov.uk/schools-admissions/admissions-criteria

https://www.gov.uk/government/publications/school-admissions-code--2

11. References

- The School Information (England) Regulation 2008
- The School Admissions (England) Regulations 2012
- The Education Act 2002

12. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	Sep 2023	New	New policy
V1.1	May 2025	Reviewed	Updated to government guidance