



Admissions Policy

Original: July 2022

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Introduction

Children and young people referred to Tree of Life Educational and Holistic Services CIC have a diverse range of complex care and educational needs and may not have had access to an effective school or educational provision for some time. It is essential therefore that we adopt a systematic approach and that planning for the child or young person begins at the time of the referral.

Tree of Life Educational and Holistic Services CIC's practice, is in line with the Education Act 1996, the Special Educational Needs and Disability (SEND) Code of Practice: 0-25 years, (Department for Education [DfE] 2014), which ensures that Tree of Life meets the demands required of education settings in terms of the formulation, implementation, review and evaluation of individual programmes for students.

How can your child be referred to Tree of Life Educational and Holistic Services CIC?

Referrals come from the Local Authority. If you feel your child would benefit from a specialist placement, you should contact your Local Authority Placement Officer, or make your views known at the EHCP meeting.

This policy will help map the correct process by which we deal with each kind of referral. We hope that this information will be useful to you.

Our sources of referral include:

- Local Authority frameworks

- Referral portals
- Parent enquiry
- SENDIASS, Parent Partnership
- Placement Officer
- SEN Manager
- Virtual School
- Commissioner
- Social Worker
- Alternative Provisions
- Provider Network Site

Referrals

All referrals received are carefully considered based on the needs of the young person being referred and the current children we have. It is important to us that we treat each person individually. If a solution cannot be found, support will be offered to another source of help.

General Enquiries

An enquiry may be a request from a professional, family member or carer for more information. All efforts will be made to understand the family situation and if a solution can be sought. It is at this point that you, as a parent or carer, will be supported to contact your Local Authority to express interest in a place, and also be given information for other helping organisations.

In receipt of a referral

To ensure a timely process for all children and young people waiting to be placed, we aim to respond within 72 hours. During this time frame, the referral will be carefully considered by the educational and therapeutic team, so that all professionals within the setting can assess whether the needs of the child or young person can be well met. Together a decision is made whether the child will be happy and that they will thrive within the setting.

Emergency placements are also offered at Tree of Life on a limited basis. The time frame from referral to placement in these cases are usually within 48 hours due to the nature of the situation the child or young person may find themselves in. Again, careful thought is afforded to ensure that the placement is in the best interests of the child. In keeping with our internal time scales, Tree of

Life will communicate regularly with the placing Local Authority to ensure they are kept abreast of progress.

Waiting List

At times, due to demand for our placements, there may be a requirement to adopt a waiting list.

Meeting the Young Person

Tree of Life Educational and Holistic Services CIC promote planned placements, where time and consideration is afforded to the child or young person and to you as a parent or carer, to ensure a successful transition. It is expected that once a referral has been accepted that a visit (or visits) will be organised for you and your child plus any professionals involved in their care and education.

Once approval has been given from the Local Authority to accept the placement, Tree of Life will arrange to meet with yourself and your child, plus any professionals involved in placement. We share in the belief that meeting you and your child, offering a chance to visit and meet the other children and staff is crucial in a successful placement. In some cases, more than one visit may take place over a period of time. Where a visit to Tree of Life is not possible or deemed not within the child's best interest, then a senior member of the care or education team of the school will visit the child.

Formally offering a placement

Once the visit (or visits) have taken place, careful consideration will be given once again to ascertain whether your child will be happy with a place at Tree of Life; all parties need to feel assured that this young person will be happy and comfortable. The visit gives us essential opportunity to assess the needs of your child, meet you and other family members, ask further questions and discuss extra information relating to the needs of your child. Following a successful visit, a place will be offered within a maximum of 7 days. If, after the visit, there are worries that Tree of Life may not meet your child's needs, then an internal discussion will take place to assure that the decision is in the child's best interests. If, after this, the decision remains that Tree of Life cannot offer a place, then you will be notified, via the Local Authority.

Start date Arranged

Once the formal offer of a placement has been accepted by the Local Authority, all preparation will take place to plan ahead for the arrival of your child. Tree of Life Educational and Holistic Services CIC will make every effort to plan and coordinate everything needed to make sure that your child's first day is as comfortable as possible. Tree of Life will be preparing all staff and fellow pupils for the arrival of your child, gathering essential information, providing any training and ensuring all is in place to ensure a successful placement.