

# **FARNEY CLOSE SCHOOL**

## **Admission Procedure.**

### **Who refers young people to Farney Close?**

All young people referred to the school must have a Statement of Special Educational Needs, which means that they usually referred by a Local Authorities, though other agencies may be involved, such as Social Services or the Health Authority. Currently the school works with up to 40 different Local Authorities throughout the South and South of England.

### **Who does the School caters for ?**

The school will accept and process referrals on young people without any discrimination.

- The school's main work is with those pupils who have a Statement or Special Educational Need for social, emotional and behavioural difficulties.
- Others who may have other diagnosis such as mild/moderate Autism, e.g. Aspergers Syndrome, Tourette Syndrome or Pervasive Developmental Disorder.
- The school also works with pupils who experience Moderate Learning Difficulties, Speech and Language Difficulties, or Dyslexia.
- At the same time, today, because of the increasing range of diagnosis being made, there are many other difficulties that young people are assessed as experiencing. So, taking this into consideration, we would 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.

### **What is the first thing that happens when a referral is made?**

#### **Stage One**

The Head, Deputy Head, or Care Manger will read the referral information, looking to see if we can meet the needs of the young person

and support the Statement. If necessary, we will contact any other relevant parties involved with the young person who may be able to offer further information that might be important to know. Once all of the information has been gathered we will make a decision as to whether or not we feel we can meet their needs.

## **What happens next ?**

### **Stage Two**

We will contact the referring authority to ask for permission to make visit to young person's home and to meet them and their parent/carers. The visit will be completed by the Head, Deputy Head, the Care Manager or a Senior Residential Social Worker. On occasions another member of the residential team may accompany them.

The visit allows the manager 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 gather an idea about the young person's feelings towards their education, future hopes and ambitions.

If the home visit supports the initial belief that the young persons needs can be met by the school, an interview date at the school will be arranged. The young person and their parent/carers will be expected to attend the interview, though any other relevant party involved may also visit at that time.

## **What happens during the visit to the school ?**

### **Stage Three**

The interview will probably take about an hour and will normally be hosted by the person who made the home visit. A young person of the same gender will show the interviewee around, whilst the adults will view the school with a member of the Care team. This will allow all parties to ask any questions they might have and to get a picture of what life is like at Farney Close.

After the walk around, if places are available and if the school feels that it can meet the pupil's needs, a place will be offered. The parents/carers and young people are then asked to go home, discuss their feelings and to reach a decision about whether or not they wish to accept a place.

The parents/carers will also go away with a New Pupil Information Pack, which gives them supplementary information about the school and what

the young person will need to bring if they do decide to come to the school.

Before leaving the interview it will be explained to the young person and their parent/carer that if a place is offered it is the responsibility of the young person to make the final decision as to whether they want to attend or not.

A decision will not be accepted at the time of the visit, because it is felt that people need to have time to discuss the offer whilst away from the school and to read the additional information they have been given.

No one is forced to attend Farney Close. This is because the school views the young person's decision to attend as the initial step in taking responsibility to make a change in their life and to accept the help and guidance of the staff they are going to work with.

### **If a young person accepts a place is there a trial placement ?**

Yes. Every young person that comes to Farney Close is placed on a terms trial. This usually passes without the need for a review.

### **What if the young person is not offered a place at the Interview ?**

On occasions it may be necessary for the person dealing with the referral to discuss any issues that may have arisen during the interview with another Manager or other relevant people, before making an offer of placement. Obviously all of this will be explained to the young person and their parent / carer at the time, but it is expected that any delay to the decision will be short and that the outcome will be quickly passed on to all parties concerned.

If a place is offered under circumstances where there is some concern, it may be that there will be specified trial period. Throughout that period, the young person will be monitored on the areas concern and regular contact will maintained with all interested parties. If all goes well, the young person will have a permanent place offered to them. If the trial does not go well, then we will work as best as we possibly can with the referring Authority to help find an alternative placement before they leave.

## **What happens next ?**

### **Stage Four**

After the school has formally offered a place and it has been accepted, the young person must personally contact the school and speak to one of the Managers, (preferably the one that has been dealing with the referral) and let them know their decision. This decision represents their first opportunity at Farney Close to make a choice and bring about change.

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## **How soon can they start ?**

Admission can usually be arranged from between one and two weeks after the place has been accepted by the young person.

## **What day will a young person be asked to start ?**

Young people are usually admitted to the school on a Thursday morning, so that they have a shorter week before returning home for the weekend. The aim of this is to help alleviate potential homesickness.

## **What time is it best to arrive ?**

New pupils and their parents / carers are asked to arrive at 10am. On arrival they will go to their house and settle into their room and organise their uniform etc.

## **Who needs to bring the young person on their first day ?**

It is important that the young person's parent/carer accompany them on their first day and that they stay a short time to help them settle in. Parent / carers will need to allow themselves at least an hour for this.

## **Why can they not come alone ?**

It enables the parent/carer to see the young persons bedroom and familiarise themselves with the House Unit and the staff that will be caring for their child whilst they are at Farney Close. The designated Link worker will be there to greet the young person where possible,

The member of staff will also want to spend time with the parent/carer and the young person to ensure that the various permission forms and medical forms which are sent out prior to admission have been properly completed.

### **What do they need to bring with them ?**

Please refer to the “New pupils booklet for parents/carers” to see what the young person needs to bring into 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 / cares will need to remember to bring the permission forms and medical forms with them on the day of arrival if they have already completed them.

### **What other support is offered to new pupils ?**

During the first two days the young person will meet with their Link worker and go through the schools “New Pupil Care Plan”, which is a standard care plan that all new pupils follow to support their induction into the school.

The Link worker will also go through the “New Pupil Pack”, which is child friendly booklet that provides relevant information about the everyday life of the school. E.g. Class group, Link workers name, expectations on the house and in the classroom etc.

### **What is the role of the Linkworker ?**

The Link worker is a point of reference for both the young person and their parent/carer, as is the Manager or Senior RSCW, who lead the admission process. These people in particular are available to offer support, guidance and information, and will maintain communication with young people and their parent/carers throughout their placement at Farney Close.