



Kisimul School

Operational and Education Policy and Procedure

Pupil Admission

Policy

Kisimul School and its staff are aware of the importance of a potential pupil's move as a vulnerable child to a new environment. As such we respect and encourage the individual to express their feelings and reassure them as much as possible while providing structure and firm boundaries in line with the Behaviour Modification Policy and group living. The health, safety and emotional well-being of the pupils is paramount.

This policy aims to ensure that the first days/weeks at the placement are as relaxed as possible while minimizing the inevitable feelings of stress, disorientation and potential sense of isolation.

In order to facilitate this process Kisimul School has an Admission Procedure which ensures that sufficient information is obtained and disseminated prior to and during the induction period of pupils. The procedure sets out the criteria for admission of pupils and the service provision set up to meet their needs.

The Procedure also ensures that appropriate and adequate information is supplied to pupils and their families/interested parties, such as: Kisimul philosophy of care, Complaints procedure, Individual Personal Programmes, Term dates and condition of care in line with current legislation. A simplified version of this has been produced for the pupils using symbols.

Procedure

Scope

- Several stages have been put in place to enable the pupil to become familiar with his/her new care environment and staff to become familiar with the pupil.
- All our pupils are individuals and will be treated as such.
- This procedure also requires that certain information is obtained during the initial stages of introducing a new pupil to the school, so that the pupil's future needs and interests are met.

Criteria

- Kisimul is registered to take pupils between the ages of 8 and 19 who have severe learning difficulties and challenging behaviour.
- They are required to have a statement of special educational needs that reflects the school's registration criteria

Interview

- Entry to the school is preceded by the exchange of relevant documentation and visits by interested parties as appropriate to the particular situation.
- Visits to Kisimul School by the prospective pupil's family and/or local authority representative would include a meeting with the Head of Education, Admissions Officer and/or Head of Care.
- Once formally invited Senior staff and one of the Directors will visit the pupil in their current home/respite facility and/or school placement so as to further assess the pupil's needs, gain information about his/her way of life and behaviour and discuss subsequent admission procedures.
- Final arrangements for admission of the pupil to the school are then made.
- In order that consistent information is imparted by the school and that full and precise information is obtained for the future welfare of the pupil, the Head of Education, Admissions Officer or Head of Care completes the Pupil Assessment and Information Record.
- Whilst the importance of completing this document is emphasised, it must be remembered that this may be an emotionally difficult time for some of the parties involved in this process. A caring, sympathetic approach will be employed whilst at the same time maintaining the need to conduct the interview in a professional and efficient manner.

- The quality of information at this stage is vital to the future well-being of the pupil and the period of settling in to the school.

Prior to Arrival

- Prior to this, selected information previously gathered via the Pupil Assessment and Information Record will have been inserted into the handing over book under the new pupil's section
- A Vital Pupil Information sheet (VPI) will have been collated and provided for staff. This will help the staff working with the pupil to familiarise themselves with the information that will enable them to facilitate a successful integration period.
- Allocation of classes and accommodation will be made with consideration to the preferences of the pupil as discussed and recorded during the interview.
- Wherever possible the pupil's room-mate should be matched in terms of age and interests.
- The Head Teacher will place the pupil in the class most appropriate to their needs

First Day

- The Head of Care will assign a member of staff to look after the needs of the pupil during this period.
- Hand-over must be appropriate to meet the needs of the child and parents
- When it is felt that the pupil is not distressed a walk around the school may be appropriate to familiarise the pupil with the surroundings.
- It is recommended that the parents/interested parties take their leave of the pupil at this stage, and that the pupil is taken over to the classroom to meet the teacher and classmates.
- Subject to how comfortable the pupil feels, they may be left in the classroom where they will be allotted a classroom assistant who will pay particular attention to the pupil's needs.
- Particular attention should be given to the new pupil during the evening and at bedtime. It is important to emphasise that this will be the pupil's first night in unfamiliar surroundings.
- Pupils are encouraged into the school routine upon arrival.

Progress Monitoring

- During the pupil's first week at the school reference must be made to the handing-over book on a daily basis and information contained in the book should supplement the care staff's observations.
- The class teacher and classroom assistant will also use the handing-over book for the same reason and as a form of communication between all areas of the establishment.
- At the weekly care and school staff meetings the pupil will be discussed and any observations that require action will be highlighted.
- Informal review's of the pupil's progress are held on a regular basis.

Key worker

- Kisimul operates a Key worker system. One Key worker per pupil will supervise pocket money and their clothes as well as help the pupil to remember important birthdays.
- Key worker will not be staff members who are undergoing induction training.
- A permanent Key worker will be selected from staff members who have volunteered to be the pupil's Key worker.