

# Hythe House Education

## **Admissions Policy**

**Version (Date): December 2014**  
**Review (Date): December 2015**

## **Admissions Policy**

### **Introduction**

Hythe House Education admissions are initially presented from referrals from the Hythe House Support team based at our Sittingbourne office. Due to the limited spaces within the school priority will be given to placements within our own agency. Placements from outside organisations will be considered based upon our current student roles and the current student needs etc.

### **Internal Referrals**

All referrals are initially received by the Social Work department who then look to match the needs of the young person to a suitable care placement.

In some matching it may be deemed appropriate to put forward Hythe House Education as a suitable education provider depending on the young person's academic history etc. Hythe House Support promotes the use of mainstream school settings where it is deemed appropriate.

If it is deemed necessary to consider a placement for the school from the Social Work department, then all paperwork should be forwarded and the Head Teacher shall assess to see if the placement is relevant to our setting.

If all parties deem the placement to be acceptable then a planned move and date will be set for the young person to visit the school with their carer. During this visit the rules of the school shall be explained and uniform will be issued. A start day will then be confirmed for the young person in consultation with the carer.

### **External Referrals**

Hythe House Education will consider placements from outside organisations that are not placed with our company carers.

All referrals made will be considered under the schools matching process and prior to the placement commencing meetings arranged to review all areas of the placement prior to a place being offered.

Depending on individual cases a trial period may be implemented to see if the young person is suitable for our school.

An agreement between the school, home and the young person will be signed and agreed by all prior to the placement commencing.

A report will be made available to carers and the placing authority every 6 months along with termly tracking sheets of assessment.

## **Contact**

To make an external referral initial contact should be made through to the school to the Head Teacher along with all relevant paperwork and information.

All referrals for education should be made to:

Robert Duffy

(01795) 581006

[robertduffy@hythehousesupport.co.uk](mailto:robertduffy@hythehousesupport.co.uk)