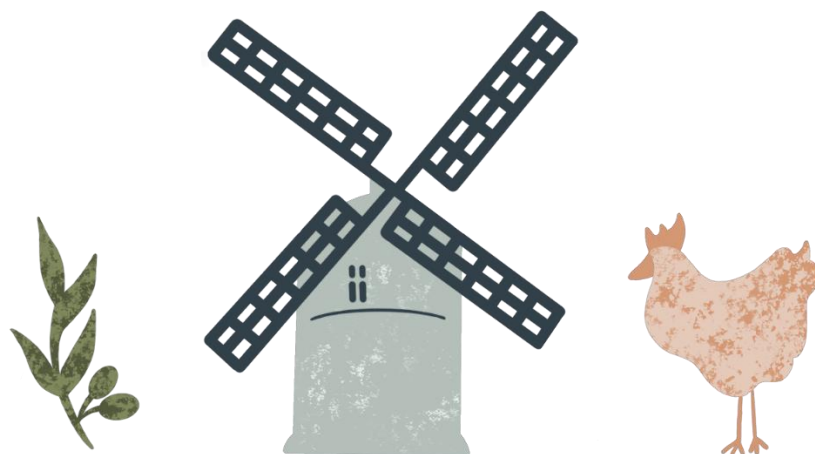




NEW PASTURES

Admissions Policy

Policy Reviewed	Next Planned Review date	Signed
September 2025	September 2026 - or as required	<i>K.Wootton</i>
September 2026	<i>September 2027</i> - or as required	<i>K.Wootton</i>

1 Aim

The aim of this policy is to clearly explain how students are admitted into New Pastures. This will include the route from initial referral through to a student starting their place with us.

1.1 The referral process

Individuals are referred to New Pastures from a range of Local Authorities where it is felt mainstream and in some circumstances other special school provision (in or out of county) cannot meet the needs of the Individual.

The Director is sent documentation for each individual through consultation. The Director will examine the documentation to assess if New Pastures can provide a therapeutic, learning environment which can meet the individual's needs. If a place can be offered, the parents/carers and individual are invited to come to New Pastures for a visit and a meeting. All visits take place during the day, allowing for parents/carers, the individual and any other accompanying support or professionals to be able to have a full experience of the learning environment. Visits can be arranged at other times if that is preferred.

When considering if a placement can be offered, the Director will consider the following:

- the complexity and needs of the individual
- the capacity and availability
- the appropriateness of our curriculum
- the known behaviours of the individual and how New Pastures can support self-regulation of these
- the location that the individual will be travelling from (i.e. looking at the total travelling time per day the individual may undertake)
- the age of the child and whether the individuals' needs can be met by New Pastures

All decisions are made in collaboration with all stakeholders and take into consideration not only the needs of the referred individual but the needs of all other individuals within New Pastures.

2 Registers and Individual Registration Regulations

Once the Local Authority have agreed to place a student at New Pastures, the Directors will authorise that the student is entered into the Farm's Admissions Register.

New Pastures maintains electronic records of the following student details as a minimum:

- Full name
- Gender
- The name and address of every known parent and an indication of the parent(s) with whom the child normally resides
- Emergency contact details of the parent/carer with whom the student normally resides
- Day, month and year of birth
- Details of any external stakeholders involved with the well-being of the student. For example, social worker, CAHMS worker
- Any known dietary/medical information
- Any known diagnosis SEN or medical
- EHCP

New Pastures will adhere to the GDPR guidance to ensure that the correct protocols are being followed.