



Admissions and Induction Policy

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Welcome

Ysgol Y Rhos is an independent day school. It is part of the Unique Care Limited company, which has five pupils' homes locally. The school is registered with the Welsh Assembly Government for pupils with Social, Emotional and Behavioural Difficulties. Many of our pupils have a range of complex needs and benefit from a small environment with a bespoke curriculum. We are registered for 24 pupils, aged between 8 and 16 years.

Contact details for the school are;

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Introduction

This policy will describe the process of admitting pupils into Ysgol Y Rhos.

This policy is governed by The Independent School Standards (Wales) regulations 2024 and additionally informed by the Welsh Government's School Admissions Code 005/2013 (July 2013)

This policy aims to ensure consistent practice in the process of referral and admission.

United Nations Convention of the Rights of the Child (UNCRC)

Our admissions and induction policy has also been written with due regard for the UNCRC demonstrating our commitment to the promotion and protection of children's rights ensuring that the voice, welfare and dignity of all our pupils is paramount to the work that we do. Our admissions and induction policy encompasses the UNCRC in the following ways.

Article	Theme	Links
Article 2	Non-discrimination	No pupil will be refused a place at Ysgol Y Rhos or treated unfairly based on disability, ALN (Unless school cannot meet ALP), gender, race, language, religion, looked after status or socioeconomic background.
Article 3	Best interest of the child	Offering places to pupils and planning for induction will consider what is best for the pupils welfare, well-being and safety.
Article 6	Right to life, survival and development	Our induction process will ensure that pupils health, safety and developmental needs and understood from the very start.
Article 7	Right to identity	This policy will ensure that the recording of identification information such as names, pronouns, background and family structures and recorded accurately.
Article 8	Preservation of identity	Our induction process will avoid practices that stereotype pupils or attempt to fit them into a predetermined identity. Through our induction process we will aim to understand a pupils history, culture and identity.
Article 12	Right to be heard	Every pupils voice is important and will be captured during the induction process.
Article 13	Freedom of expression	During our induction process pupils will be encouraged to express the views, hopes and worries without fear of reprisal or judgement.
Article 14	Freedom of thought, belief and religion	Admissions to Ysgol Y Rhos will not discriminate on religious grounds. Our induction process will ensure that pupils religious beliefs, dietary requirements and cultural diversity are respected.

Article 16	Right to privacy	Data collected during admission and induction will be stored confidentially (GDPR compliant). Sensitive information will only be shared on a need-to-know basis.
Article 19	Protection for all forms of harm	Our induction process will introduce pupils to how to keep themselves safe such as; Safeguarding procedures, how to report a worry and who the DSP is. All pupils will have a risk management plan created supporting staff around them to be able to keep the pupil safe both on and off the school site.
Article 20	Protection for children without family care	For those pupils who are children who are looked after or care experienced rigorous induction measures will be taken including contacting social workers and corporate parents and ensuring enhanced transition and multi-agency planning.
Article 23	Rights of children with ALN	Ysgol Y Rhos will ensure all that the needs of all pupils with ALN can be met by the school prior to admission.
Article 28	Right to education	Our admissions and induction policy ensures fair access for all pupils to education and ensures that our induction process enables pupils to be able to access learning as quickly as possible.
Article 29	Education must develop the child's personality, talents and abilities.	Our induction process will introduce pupils to opportunities, enrichment and nurture activities.
Article 39	Recovery from trauma or neglect	Our induction process aims to build trust, routine and safety. Information sharing during admissions will enable all staff to understand triggers and implement therapeutic strategies from day one.

Admissions Process

Before admitting a young person to our school, the following must be taken into consideration:

- That the school meets the needs of the young person.
- That the school does not create a potential for significant harm to the young person or another young person or a member of staff which cannot be reasonably managed by the school.
- That, if the young person has identified Additional Learning Needs, (ALN) or an Individual Development Plan, (IDP) that the Additional Learning Provision, (ALP) needed for the young person can be met by the offering and registration of the school.

It is best practice if all admissions are planned, and the young person has the opportunity to visit the school prior to admission to meet staff and other young people. The aim, with any admission, must be to inform the young person about the school, its ethos and its expectations. Young people can be admitted to Ysgol Y Rhos at any time during the academic year. Outside of term time applications will be considered and progressed however inductions to the school can only take place during term time.

It should be recognised that the young person may be ambivalent at best about the school and that because of this, they may well not take in all the information given at this initial stage – to this end, further information will need to be offered at a later date.

All admissions to Ysgol Y Rhos should be planned by the Headteacher, Care Manager, therapist and operations manager / service director.

Planned Admissions

Admissions to Ysgol Y Rhos come from two sources. Admissions can be received from the homes of Unique Care or direct from Local Authorities in the form of school only admissions.

Referrals from Unique Care Homes:

- All admissions start by a referral being sent for the homes of Unique Care.
- These referrals are then discussed at a meeting. The meeting will be attended by a Director, the Headteacher and the Registered Manager of the proposed home. The meeting will discuss the suitability of the referral and will decide whether to offer a place at one of the homes and subsequently to Ysgol Y Rhos. To support decision making, the Headteacher will contact the previous educational setting and the Placing Authority to request relevant documentation.
 - *When appropriate prior to an admission decision to the home being made the Headteacher may accompany the home manager on referral visits to meet with the prospective new child.*
- After an admission to the home has been made the Headteacher, or Designated Teacher will visit the new child at their home (or online via Teams) to introduce themselves. The pupil then will be invited to see the school after the other pupils on roll have left to look around and see the classes and school environment while also being able to meet the school staff.

Referrals from Local Authorities:

- The local authority will make contact with either the Headteacher at Ysgol Y Rhos or one of the directors for Unique Care Homes with any potential referrals that they would like to make to the school.
- These referrals are then discussed at a meeting. The meeting will be attended by a Director, the Headteacher and a representative from the local authority. The meeting will discuss the suitability of the referral. During this meeting, to inform decision making, the local authority will be asked to provide relevant documentation.
- The Headteacher and if possible, a director or another member of school staff will then arrange to visit with child at either their current education placement or home. During this visit the Headteacher will introduce the school to the child and make a direct assessment on their suitability for the school.
- If at this stage of the referral process an admission to the school both seems appropriate and likely the child will be invited to visit the school after the other pupils on roll have left to look around and see the classes and school environment while also being able to meet the school staff.

The documentation required may include, but is not limited to:

- Young person's name, age, date of birth, gender and preferred pronouns.
- Ethnic background, cultural needs, religious needs/persuasion.
- Health needs & history.
- Educational history, needs, current provision, support received & required including whether there is an Individual Development Plan or Education Health Care Plan (England) and any additional learning provisions that are outlined within these documents.
- Risk issues, level of supervision required, establish if any history of self-harm/suicidal ideation, history of volatile and aggressive behaviour, child protection issues or risks presented by third parties.
- Expectations and requirements sought by the placing authority to meet the young person's needs.
- The name, address, and telephone number of the young person's case accountable social worker.
- The young person's legal status.
- The young person's and their family's social history.
- Any special issues e.g., restriction of contact, child protection.
- Criminal history (if any) and whether any existing criminal proceeding are outstanding.
- Where appropriate the local authority's Statementing Officer, Looked After Pupils Education Officer and Social worker, will be contacted to have the most up to date and relevant information.

Our language of working with young people in the school is English. The school promotes respect for the Welsh language and culture in line with Estyn's expectations. In accordance with the Welsh Language (Wales) Measure 2011 any referrals documenting needs for provision of elements of the Welsh medium will not be discriminated against. The school will consider reasonable steps that it could take to address these needs such as commissioning Welsh-medium specialists or working with the local authority to ensure that provision can be met.

Until these documents have been received the pupil will not be able to visit the school and the admission process will be delayed.

Admissions Register

Before starting at Ysgol Y Rhos every pupil needs to be inputted onto the school's admission's register. This is a legal requirement of the school under the Independent School Standards Wales 2024, (Part 1, Paragraph 17). It is essential that all the required information for the admissions register is provided to be recorded onto the admissions register prior to a pupils start date. The information needed for this is.

- Pupils full name
- Admission date
- Name and address of previous school
- Gender
- Date of birth
- Unique pupil number
- Legal status
- Name and contact details pupils parent (if legal status still lies partly or wholly with the parent)

- Home the pupil resided in (if residing in Unique Care Homes)
- Local Authority
- Social worker name and contact details

The admissions register should be continually updated throughout a pupil's time a Ysgol Y Rhos if any details change for example, social worker.

Upon a pupil's discharge from Ysgol Y Rhos the following information should also be added onto the admissions register.

- Leaving date
- Destination – Education Setting – *If no education setting is confirmed at time of discharge, then this information should continue to be sought for a period of 3 years after the pupils leaving date.*

Emergency Admission

Admissions to Ysgol Y Rhos may be because of an emergency placement into one of the Unique Care homes. This is understandably a difficult time for the pupil and introduction to the school will only be made after a referral has been completed by the home manager. A meeting will review the available paperwork and decide on a induction plan.

In line with the therapeutic model of Unique Care Homes, the induction process will be pupil lead. Whilst as much information is gathered as possible, the pupil may use up to six weeks as flexibly as required to build up to full time attendance. If required, the Induction period may be extended. An extension to this induction period will only be granted following discussions with the pupil's home manager, social worker and where appropriate virtual school representative.

General Induction Process

Many of the prospective pupils to Ysgol Y Rhos may have been out of education for some time. To support pupils to complete a successful transition into the school the transition process will be pupil led. For an initial period of 6-weeks pupils will be able to access an introductory timetable which is suited to their needs. This could be for example a part-time table or a timetable where they access vocational learning activities.

The aim of the school is to support pupils who often arrive having experienced failure elsewhere. It is essential we consider the admission and induction of each pupil on an individual basis to ensure success at Ysgol Y Rhos.

By the end of this 6-week period we would expect any new pupil to be accessing their full and normal timetable. If this is not possible by this point an extension to this 6-week period can be made following discussion with the home manager / parents (as appropriate), social worker, therapy team and if available virtual school advisor.

During this induction period pupils will be supported to gradually complete a range of baseline assessments in all of their subjects of study. These baseline assessments include but are not limited to;

- IDL – Literacy and Numeracy Screener

- GL Assessments – New Group Reading Test, New Group Spelling Test, Cognitive Abilities Test.
- BKS – Functional Skills Baselines in Maths and English
- Mind Maps
- Pupil voice
- Self-assessment against assessment objectives
- Observational Assessments (predominately off-site activities)
- Subject specific assessments.

Results from baseline assessments will be stored by the pupils' class teacher and will be used to inform starting points in teaching and learning and create a personal learning pathway. The data collected from these assessments can also influence a pupil's class group within the school, helping, where appropriate, to allocate the pupil into a class group most closely matched to their ability. Baseline assessment results will also be collated and stored for each pupil by their form tutor in their pupil file. The data from these results will then be recorded into their pupil case study.

Each pupil is allocated a tutor group. It is the role of the tutor to support the pastoral needs of the pupil and produce reports for any initial meetings. It is also the responsibility of the tutor to support the integration of the pupil into the tutor groups and ensure the pupil settles into school life. There will be opportunities for 1 to 1 sessions

After the induction period the pupil will have the following documentation.

- PEP (Personal Learning Pathway)
- PBSP (Positive Behaviour Support Plan)
- A timetable
- Baseline data
- Pupil Case Study

Discharges

Where possible we intend for young people to be discharged in a planned and purposeful way. This may be to a mainstream school, college, or other educational establishment. The move should, wherever possible, be promoted as positive, progressive and in the young person's best interest. Ysgol Y Rhos will always support a transition to be successful by attending transition meetings, arranging school visits and ensuring all required documentation is transferred to the next education setting in a secure and timely fashion.

This policy is available to parents, carers and local authorities upon request or can be accessed from the school website.

This policy is reviewed every 3 years as a minimum. However, where there are changes to legislation/guidance or in response to recommendation from any significant incident, review of the policy will take place immediately.

Policy Created By	Sam Thomas	12/11/2025
Policy Approved By	Catrin Jones	14/11/2025