



St Anne's School and Sixth Form College

Emergency Admissions Policy

This policy was adopted in the Spring term 2012 and updated Autumn 2018

1. INTRODUCTION

At St. Anne's School and Sixth Form College we believe that working in partnership with the East Riding of Yorkshire Local Authority and other relevant outside agencies, we have a duty to safeguard and promote the education of all children and young people in contact with the school.

This policy will reflect all requirements set out in both Statutory and associated Guidance on the duty of Local Authorities.

2. AIMS

To work in conjunction with outside agencies and other stakeholders to provide and safeguard children and young people in an emergency situation when admission to the school needs to be secured urgently and when in such cases the normal procedure is not practical or appropriate.

To support the child and young person, their family and staff throughout the admission process.

To fulfil our school's role in achieving an emergency admission.

3. KEY TASKS

The Head Teacher or delegated member(s) of the senior leadership team, working with the lead agencies will consider approving the admission.

The Head Teacher or delegated member(s) of the senior leadership team will ensure that all necessary and appropriate paperwork (including relevant contact details and medication records) for the admission has been completed appropriately and that copies are on file within the school.

The Head Teacher or delegated member(s) of the senior leadership team will ensure that there is time to brief staff, so they are in full receipt of relevant up to date information to ensure the safety of the pupil (s) that time is given to assess the need of the admission and that the school

is in possession of an adequate emergency supply of any required medication. NB Standing practice of not administering a first dose of medication is superseded in these emergency cases, meaning that staff working in close liaison with responsible medical officers, are able to administer a first dose when the emergency procedure is being followed. Similarly, school supplies of clothing/pads etc may be used until an appropriate alternative supply can be secured.

The Head Teacher or delegated member(s) of the senior leadership team will ensure that any liability for additional costs associated with the admission is established prior to the admission to be agreed.

4. ROLES AND RESPONSIBILITIES

The Head Teacher or delegated member(s) of the senior leadership team will:

Maintain an up to date record of all emergency admissions. This will include:

- Status
- Name of Social Worker, area office, telephone number.
- Daily contact and numbers e.g. name of parent or carer or key worker in children's home.
- Child Protection/Safeguarding information when appropriate

The School will:

- Ensure that systems are in place to identify and prioritise when Children Looked After (CLA) are underachieving and have early interventions to improve this in line with existing school policy. CLA children are included as a vulnerable pupil group. Therefore they have provision through the Vulnerable Groups Provision Map. As with all vulnerable groups, progress and targets are reported on separately through the Standards Report.
- Ensure that systems are in place to keep staff up to date and informed about Children Looked After where and when appropriate.
- Ensure that the admitted child, along with all children, is listened to and has equal opportunity to pastoral support in school.
- Ensure that the admitted child is supported sensitively and that confidentiality is maintained
- Be represented at any multi-agency meeting related to the emergency admission

The Head teacher will:

- Report to the Governing body annually on the status of emergency admissions during the previous academic year.

All governors and staff will:

- Support the Local Authority and related agencies in their statutory duty to promote the educational achievement of the admitted children.

5. REVIEW OF POLICY

This policy will be reviewed to recognise and include any new legislation.