



Admission & Discharge Policy

SCHOOL POLICY & PROCEDURE

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Admission & Discharge Policy & Procedures

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Aims

This policy outlines the requirements which Talbot House Children's Charity ("the Charity") must meet for the admission of children and discharge of pupils.

The Charity is a non-maintained specialist school for children with complex needs, specialising in SEMH / ASD. However, many of our pupils have multiple complex needs such as ADHD, trauma, and attachment, alongside their primary need of SEMH / ASD, some with multi-diagnoses.

All pupils have an Education Health Care Plan (EHCP).

The policy is written in line with guidance at GOV.uk and takes into consideration best practice whilst remaining independent of Local Authority control.

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1. New Referrals

The Local Authority (LA) makes referrals to the school and consults with us when appropriate or where there is a parental preference.

1.1 Enquiries can be made:

- Throughout the year, verbally by telephone, online, via email, by post, or in person.
- For children who have an EHCP in place.

The referred child may have had difficulty accessing mainstream provision, large classes, or a traditional curriculum in mainstream.

2. Procedures for Admissions

After a referral is received, we follow the referral process detailed below:

- The Head Teacher and / or Deputy Head Teacher, Referrals Coordinator and Family Liaison Coordinator oversee the referral process in school, who will independently read and discuss all information received, to ensure that we can meet the need of each child. The Head Teacher will make the final decision.
- The Referrals Coordinator manages the referral paperwork.
- Records and reports received for consideration for admission will be retained only if the child is granted a place in our school, otherwise, documents will be securely disposed of with immediate effect.
- The Head Teacher and / or Deputy Head Teacher, Referrals Coordinator and Family Liaison Coordinator will speak to significant parties connected to the child, including parents / carers, social worker/s, teachers from other schools, and other professionals. This is to gain basic information, regarding historical social care and educational data and confirm current contact details, please see Appendix A for details of the process for an accepted referral.
- Where deemed necessary, we will arrange school and / or home visits to establish as much information as possible. In addition the child and / or parents / carers may be invited to visit our setting.
- Once agreed, an admission date will be set and confirmed with the placing LA. We will support the child, by arranging transitional dates prior to the admission date, to ensure there will be opportunities to meet other staff members as well as other pupils attending our school.
- Transport is provided by the LA and arranged between parents and SEND transport.
- After admission, all efforts will be made to contact previous educational establishments and ensure all relevant information is received.

3. Procedure for Discharge

Pupils may be discharged under the following circumstances:

- By the LA who placed them, if a new placement is identified by it or it withdraws funding.
- By the Charity, at the end of Year 11.
- By the Charity, if it is believed that we can no longer meet the need of the pupil.
- By the Charity, if there is a serious breach of health and safety to others in school.
- By the Charity, if there is a possible permanent exclusion.

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4. Review

This policy is subject for review at any time, in-line with recommended changes and may be subject for review prior to the date shown if deemed necessary. However, this policy is usually reviewed on an annual basis. The Head Teacher, alongside the Referrals Coordinator will be responsible for reviewing this policy.

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Appendix A – Referral Process (for an accepted child)

