

**Phoenix Learning & Care Ltd**  
First Floor, Rolle Quay House, Rolle Quay,  
Barnstaple, Devon, EX31 1JE

**Oakwood Court College**  
7/9 Oak Park Villas, Dawlish, EX7 0DE  
5/7 St James Rd, Torpoint, PL11 2BJ



## **Policy Number 1**

### **ADMISSION AND RECEPTION OF STUDENTS TO THE COLLEGE**

#### Introduction

Oakwood Court College have a structured referral system for planned admissions. At the point of referral basic details of the prospective student will be requested, and a visit to the college with the parents/carers/professionals arranged. From this a 3 day assessment is arranged and more detailed information will be required prior to this, such as any recent reports and assessments of the student, a detailed educational background, care and support needs, any potential risks and a full medical history. This may be contained in the candidate's Education, Health and Care Plan (EHCP). In some instances parents/carers may be asked to stay locally or be available locally in case of distress on the part of the student as this can often be their first experience of being away from home.

Oakwood Court College will always strive to be flexible and accommodating in order to meet the needs of the student on an individual basis.

Oakwood Court College is not able to accept emergency referrals. If an emergency placement is to be considered a full risk assessment will be undertaken in consultation with the Residential Manager and the College Principal. Some Local Authorities may have a "running risk assessment" on the Student and it is appropriate to ask to have access to a copy.

#### General

The pre admission and admission process are two of the most important practices in a residential College. It can negatively or positively influence the entire assessment/placement for a student. Our practice in the first few hours of a student's assessment/placement is absolutely crucial to its success or failure.

#### The Procedure

- The student's room should be prepared before their arrival. It should have clean bed linen and be in a clean and tidy state. The room should look as welcoming as possible.
- The education and care records should be completed with as many details as possible prior to the student's arrival based on the existing pre admission and assessment information.
- The student's family/carers/professionals will on most occasions, accompany the student. When they arrive, they should be welcomed and offered refreshments.
- The first meeting at assessment/admission should be as friendly and casual as possible.
- Early discussion should surround the journey to the College and some basic information about the College and residence.

[www.phoenixlearningcare.co.uk](http://www.phoenixlearningcare.co.uk)

Tel: 01271 379006

Registered number: 03586426

Fax: 01271 859402

Phoenix Learning and Care Ltd

Email: [enquiries@phoenixlearningcare.co.uk](mailto:enquiries@phoenixlearningcare.co.uk)

Ver 1.01/August 2017

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- The Student should be shown their room and helped to unpack. Staff should make a record of any items of value and whether any money/possessions have been stored in the office, this should be recorded and signed by the member of staff and the student/family/carer/professional.
- Any medication should be entered into the medication records and then stored appropriately.
- The staff member in charge of the admission should ascertain any additional or recent information that is necessary to help the staff who work with the Student. Full details and case history should be in place before the student arrives. The student should be shown around the Residence and have the fire routes and procedures explained to them, checking that they understand the procedure and how to report a fire if they discover one.
- The Student should be shown around the immediate grounds of the building, with any health and safety considerations pointed out to them in a clear and understandable manner.
- The basic residence routines should be explained to the students, during a house meeting which should take place in the early evening.
- When the family/carers/professionals are preparing to leave staff should be aware that this could be a difficult time for the student and they should be talking supportively to the student at all times. Once the family/carers/professionals have left, the next hour or so should be spent directly working with the student ensuring that they feel comfortable in their new environment.
- Following this initial hour the student may want to spend some time alone, to think about their new environment. This is acceptable subject to the student's emotional state. New students should be regularly monitored and observations must be recorded in the student's log book.
- The student should be given the opportunity and be supported to express and cope with their feelings about being away from home.
- The student should be informed who their Key-worker is and what the role of the Key-worker will be, including when they will have the opportunity to meet them if they were not part of the admission.
- The staff member in charge of the admission should make a full and detailed record of the admission procedure which should be kept on the student's file.

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