

**Elysian**

# **Referral and Admissions Policy and Procedure**



**Date Agreed: September 2025**

**Date of next review: September 2026**

## **Referral and Admissions Policy and Procedure**

***Elysian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### ***Introduction***

Elysian provides education for Young People aged 11 to 17 years and a therapy provision for any age.

The Elysian, Westland Farm, Shamley Green provision provides education for children and young people aged 11-16 and has capacity for the following placements:

- 50 Full-time Education Placements
- 20 Therapeutic Work Experience TWE placements (40 sessions per week)

The Elysian, Andlers Ash Road, Liss provision provides education for children and young people aged 11-17 and has capacity for the following placements;

- 45 Full-time Education Placements
- 10 Therapeutic Work Experience TWE placements (20 sessions per week)

The Elysian, Hillside, West Horsley provision provides education for children and young people aged 11-17 and has capacity for the following placements:

- 50 Full-time Education Placements
- 10 Therapeutic Work Experience TWE placements (20 sessions per week)

Elysian may also undertake therapy for external children, young people and adults up to 7 days per week, depending on capacity. This is at the discretion of Elysian. Placement hours of 9.30am-3pm is for children and young people only.

The purpose of this policy is to describe the admission and referral procedure for the provision as a whole. It also aims to set out the selection criteria and conditions of admission for all referrals. This includes equality and diversity considerations, ensuring compliance with the obligations under the Equality Act 2010.

This policy can be made available in larger print or more accessible format if required.

### ***Aims***

- To provide a fair, clear and transparent admissions process that is understood by all.
- To provide information so that the availability and the nature of the support is clear to all.
- To ensure that the funding supports the level of young person placement/intervention.
- To enable formulated consideration to be given to each young person's age and their likely reception to positive intervention strategies.
- To ensure there is clear criterion for deciding which young people should have priority for limited placements.

### **Referrals to Elysian**

We consider all children and young people who have the ability and aptitude to access an academic curriculum (for the education placements) and/or the therapeutic programme (for other provisions). Learners whose SEND are suited to the provision are welcome if we have the appropriate resources and facilities to offer them the support they require. Subject to this, the provision will be sensitive to any requests for confidentiality.

No referral will be treated less favourably during the decision-making process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.

Referrals are usually made through the Local Authority, though on occasion also from schools, Integrated care boards (ICBs), other professionals and parent/carers. Referrals are made through an Elysian referral form which is submitted through email for our referrals panel, to be further processed for a potential placement offer.

### **Conditions of Admission**

It is a condition for admission that:

- All referrals meet the selection criteria for admission.
- Any conditions of entry to the provision are fulfilled.
- The applicant is of appropriate age and needs matching the cohort and criteria for the service requested.
- The provision can adequately cater for and meet the needs of any disability and/or special educational needs.
- Admission to the provision is at the discretion of Elysian.

### **Selection**

The selection criteria for entry to the Education provision is as follows:

- The child or young person is in Year 7 to 11 (Westland Farm, Shamley Green) or Year 7 to 12 (Janche Stable, Liss).
- Learners have an EHCP.
- Learners do not have complex needs beyond mild Learning Disabilities and/or Mild to moderate mental health difficulties.
- Learners do not present with complex challenging behaviours, including aggressive behaviours, or a history of harmful and/or risk-taking behaviours towards people or animals.

The selection criteria for 'EOTAS' and 'TWE' is as follows:

- The child or young person is between the age of 8 -18
- The provision is able to match them to a current appropriate cohort/group.
- The children/young people do not have complex needs beyond mild Learning Disabilities and/or Mild to moderate mental health difficulties.
- The children/young people do not present with complex challenging behaviours, including aggressive behaviours, or a history of harmful and/or risk-taking behaviours towards people or animals.

The selection criteria for therapy are as follows:

Children, young people and adults are selected on a case-by-case basis, assessing the provision's ability to match need and goals. This includes, for instance, capacity at the appropriate times for certain age groups and needs. Adults and younger children are offered times outside the placement hours for children and young people (e.g., weekends).

### ***The admission procedure***

The admissions procedure is as follows:

1. Completed Referral form received (including EHCP for Education Placements)
2. Our referral panel review the documents and information gathered from the initial enquiry to determine whether a good 'fit' is likely, informing the local authority of the likelihood of being able to meet need, with the offer of a place being subject to further assessment as needed.
3. We then arrange for a visit to the provision for the young person and parents/carers (as appropriate). This starts with a tour of the provision and offers the opportunity for all involved to ask questions and gain

further information (both about the provision, and for Elysian staff to gain further information about the young person's needs/presentation/strengths).

4. During this meeting both parties can get a feel for whether the Provision is likely to work. The focus of the meeting will be the young person's needs, thoughts, ideas and aspirations. Once this meeting has been complete, parents/carers leave the site and the young person is encouraged to take part in a taster session/day.
5. If all agree, a place will be offered. However, should we still be unsure of 'fit', we will suggest a 2- or 3-day trial so the young person can fully experience the provision and we can get a better feel for their needs (though informal assessment).
6. If this goes well, we go back to the relevant Local Authority and feedback the results of our assessment. This will then result in an offer, an offer with reasonable adjustments, or, in rare cases) a decision to decline the referral.
7. In the case of an offer, the LA will usually take the offer to a funding panel to secure funding.
8. We will then arrange a start date for the young person. In the case of therapy placements, an initial session will be booked with the named practitioner.
9. Please note, at this point that some young people need a step-by-step plan to help them assimilate to provision life and we create this plan based on the learners needs.
10. We work collaboratively with everyone involved to develop a bespoke placement and learning plan for each child or young person.
11. Once a start date has been determined the parents/carers will need to arrange transport with the relevant LA (where applicable).
12. We will request safeguarding, CTF and learner files from previous provisions where applicable, and we will require parents/carers and young people to complete registration forms. We then create an account on our Provision Management System, 'My Concern' (this will be changing to CPOMS during the 2024-25 academic year), and acquire consent for: activities/trips/medication/etc.
13. Each young person and their family receive a personalised welcome pack.
14. Meanwhile we will be working on a bespoke personalised integration plan for the young person to ensure their start with Elysian is as successful as possible.
15. On arrival for their first day, each new Elysian young person will receive their necessary resources.

***Please note Elysian's decision on admissions is final.***

Complaints In the event of any dispute regarding admissions, parents/carers are referred to the Complaints Procedure, which can be made available upon request.

### ***EOTAS Placements***

The goal for a child or young person who is on an EOTAS placement will always be to re-integrate that child/young person back into a full-time education placement at an appropriate setting. We internally review all EOTAS placements at the end of each term to determine whether the child/young person is ready to re-integrate into a full-time placement. Outcomes from these reviews will be;

1. Ready to return to a full-time mainstream education placement.
2. Ready to return to a full-time specialist education placement other than Elysian.
3. Ready to return to a full-time specialist education placement at Elysian.
4. Further input and assessment in EOTAS placement at Elysian required.
5. Not ready to return to full-time education placement and Elysian can no longer meet need.

Parents, Carers and Case-officers will be informed in writing of the outcome of these reviews within one week of a decision being made. Where Elysian can no longer meet need, all reasonable efforts will be made to support the child/young person and their family in transitioning to an alternative provision.



On occasions, specific admission arrangements will be agreed with a Local Authority. These may differ slightly from the processes described within this policy and any deviations from this policy will be set out in writing and agreed by both parties. Any agreement made will still be subject to the same legislative requirements set out within this policy.

This policy will be reviewed on an annual basis, or sooner if required.

**For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd including Elysian School and Elysian Animal assisted Therapy and Learning. This policy is applicable to all Elysian sites.**