

**ADMISSION ARRANGEMENTS POLICY**

Stepping Stones was first introduced as a School to serve young people living in our care and residential homes with Mental Health and/or Complex personal and educational needs. However, due to our educational successes, we now also offer limited day places to young people who live in the community. All places are subject to assessment and a 12 week review to assess suitability and to ensure needs can be met.

Currently we have capacity for 18 young people on roll at our school. We are based at Mortimer House in Tamworth but use our Nurture Hub Warwickshire site as a secondary outreach site. This is predominately for our young people in need of education who may not be ready to leave the residential site due to vulnerability at this stage.

To enable all of our young people to access education, a Virtual Education Service is also offered within our homes across the UK. All referrals for Stepping Stones provision are made through Young Foundations and Head of Education.

Due to our success, we now also cater for day pupils in the neighbouring authorities who may need our specialist education provision. This maybe for young people who are not looked after but need a bespoke approach to learning and education. These referrals are dealt with directly by the Head of Education.

An initial assessment will be offered to each young person and their families at consultation stage. This will include a face-to-face meeting and assessment prior to a place being offered.

An initial 12 week assessment period is in place for all new young people. This allows time for a young person to settle, assessments to suitability and a full time place to be agreed.

If you require further information, please contact Emma Gillin – Head of Education Stepping Stones and Virtual School on 01827 337998 or 07811414551.

Parents may also contact their local Authority SEN team for further information.