



## Admissions Policy

**Rainbow Trees Pathway**

**Reviewed: December 2025**

**Next Review: December 2026**

### 1. Purpose of Policy

This policy sets out the admissions process for all services offered by Rainbow Trees Pathway, including:

- **Alternative education provision**
- **Social care support**
- **Therapeutic small group work**, including Brick Clubs and enrichment sessions

Our aim is to ensure that all referrals are handled transparently, fairly, and in a way that prioritises the safety, well-being, and development of the individuals we support.

### 2. Scope

This policy applies to all children, young people, and adults referred to Rainbow Trees Pathway. Referrals may come from:

- Schools and education providers (Alternative Provision)
- Local Authorities (Social Care or EOTAS)
- Parents/carers (Self-referral)
- Health professionals or third-party organisations

### 3. Eligibility Criteria

#### 3.1 General Criteria

We accept referrals for individuals who:

- We don't have an age limit
- Have identified needs including SEND, SEMH, autism, anxiety, trauma, or learning difficulties
- Would benefit from a non-traditional, nurturing, and flexible environment

### **3.2 We Are Not Currently Able to Accept:**

- Individuals requiring physical restraint as part of their regular care
- Individuals with significant medical needs requiring onsite nursing (unless otherwise agreed)
- Individuals who present a risk to others or themselves that we cannot safely manage
- Individuals who require personal care that involves more than prompting.



Each placement is subject to a risk assessment and staffing availability.

## **4. Admission Procedure**

### **Step 1: Referral Received**

A referral form or enquiry must be submitted by the referring party (school, LA, parent/carer). It must include:

- Key contact details
- Reason for referral
- Summary of needs
- Preferred start date and times
- Current education/social care status

### **Step 2: Initial Review**

Our team will assess the referral for:

- Suitability
- Availability
- Level of support required
- Risk factors
- Staffing requirements

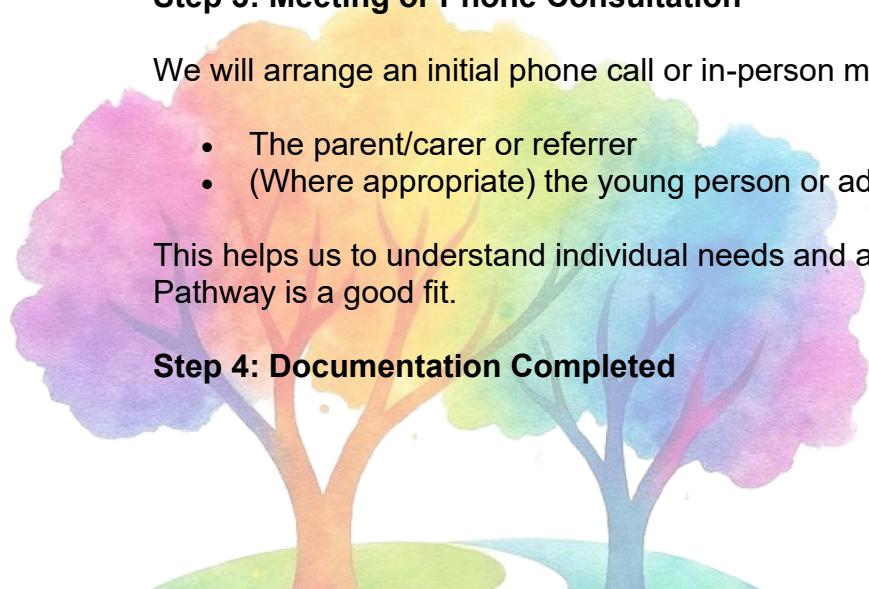
### **Step 3: Meeting or Phone Consultation**

We will arrange an initial phone call or in-person meeting with:

- The parent/carer or referrer
- (Where appropriate) the young person or adult

This helps us to understand individual needs and agree whether Rainbow Trees Pathway is a good fit.

### **Step 4: Documentation Completed**



If the placement is agreed, the following paperwork must be completed before the start date:

### **Young Person Contract, including:**

- Contact details for two parents/carers or safe person
- Attendance days/times
- Risk assessment (medical, behavioural, environmental)
- Medical and allergy information
- Emergency contacts
- Review and reporting schedule
- Funding agreement (school/LA/parent)
- Permissions Forms for travel arrangements



### **Supporting Documents:**

- Registration form
- Support Plan (strengths, challenges, interests)
- Behaviour or care plan (if applicable)
- PEEP (Personal Emergency Evacuation Plan) if needed

## **5. Admissions for Small Group Activities (e.g. Brick Clubs)**

Rainbow Trees Pathway offers structured group sessions, including:

- Brick Clubs (LEGO therapy)
- Creative arts and social skills groups
- Sensory sessions

Admission to these activities follows a short-form process but still requires:

- A completed registration form
- Medical/allergy information
- Emergency contacts

We aim to ensure groups are well-matched in terms of age, needs, and interests to promote inclusion and enjoyment.

## **6. Safeguarding and Stability Reviews**

- All admissions are reviewed by the Designated Safeguarding Lead (DSL)
- A trial period may be agreed for certain placements
- We reserve the right to defer or withdraw a placement if the needs of the individual cannot be safely met

- All individual plans are reviewed within 6 weeks of admission, or sooner if concerns arise

## 7. Enrolment documentation

- Parent/Carer Handbook
- Risk Assessment
- Information home visit
- Registration form
- PEEP if applicable
- Pupil Profile



## 7. Equality and Inclusion

Rainbow Trees Pathway is committed to:

- Promoting inclusive access to services
- Making reasonable adjustments under the Equality Act 2010
- Respecting the rights and needs of disabled individuals, neurodivergent individuals, and those from diverse backgrounds

We work in partnership with families and professionals to overcome barriers wherever possible.

## 8. Data Protection and Confidentiality

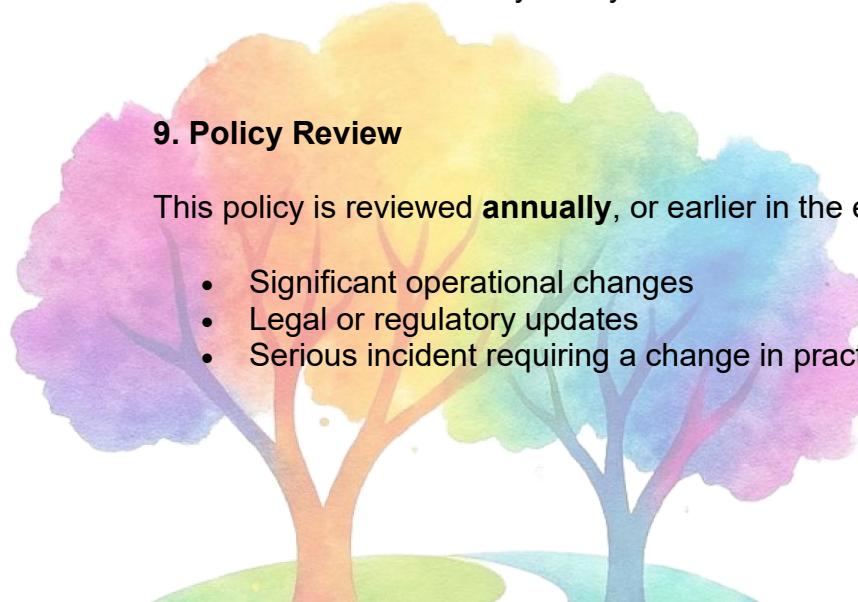
All information collected during the admissions process is stored securely and handled in line with:

- UK GDPR
- Data Protection Act 2018
- Our internal Privacy Policy

## 9. Policy Review

This policy is reviewed **annually**, or earlier in the event of:

- Significant operational changes
- Legal or regulatory updates
- Serious incident requiring a change in practice





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Date:	01.12.2025

