

ADMISSIONS POLICY & PROCEDURES

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1. Purpose

- 1.1 JigsawPlus operates a day service for autistic adults.
- 1.2 JigsawPlus believes that it is in the best interests of autistic people and service stakeholders that placements are successful in developing the skills and abilities of learners through practical, enjoyable learning activities delivered by specialist support staff.
- 1.3 In order to accomplish this JigsawPlus has developed a thorough admission process that facilitates the collation of information that will support an effective transition and placement.

2. Definitions

- 2.1 'JigsawPlus' is a specialist day service operated for autistic adults.
- 2.2 'JigsawPlus Admissions team' consists of the Business and Development Manager, one member of JigsawPlus senior management team, and other professionals that may be required e.g. SaLT, OT, Physio etc.
- 2.3 'JigsawPlus Panel' consists of JigsawPlus Senior Management team, the Assistant Support Services Manager and any senior staff member that had an involvement in the assessment process.
- 2.4 'Applicant' refers to the individual seeking a placement at JigsawPlus and/or their parents/carers
- 2.5 'Prospective learner' refers to the individual seeking a placement at JigsawPlus

3. Scope

- 3.1 This policy and related procedures apply to all individuals (and/or their parents/carers) applying to JigsawPlus and any other individuals or entities wishing to refer potential learners.

4. The Policy

- 4.1 JigsawPlus will consider an application in respect of any adult with a diagnosis of autism, regardless of age, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity status, religion or belief, race or social & economic status.
- 4.2 JigsawPlus will undertake a thorough assessment by working with the applicant, stakeholders and other interested parties to build a clear and accurate profile of the prospective learner and their needs.
- 4.3 JigsawPlus will make every effort to obtain appropriate and relevant information about a prospective learner before deciding to offer a placement.
- 4.4 JigsawPlus will provide information about the services available in formats that are accessible to applicants, and funding authorities so that informed decisions can be made.
- 4.5 JigsawPlus will provide clear guidelines to applicants with regard to what is expected from them and what they can expect from the organisation. These will include information and guidelines covering :

- Attendance
 - Included activities
 - Extracurricular activities
 - Food and nutrition
 - Health and medical welfare
 - Confidentiality and information sharing
 - Ratio of staff support
 - Behavioural support
 - Communication
- 4.6 JigsawPlus will ensure that the applicant, and other stakeholders are kept informed throughout the admissions process.
- 4.7 JigsawPlus will individually cost each placement based on the prospective learners needs to ensure that sufficient support is in place for each learner. JigsawPlus will provide the applicant and the funding authority with sufficient information to justify the level of funding requested.
- 4.8 JigsawPlus will work with the applicant, local authorities and other external stakeholders to ensure appropriate and relevant information sharing is agreed and shared in a timely manner.
- 4.9 In the event of new, or unforeseen, risks becoming apparent following an accepted placement then JigsawPlus will:
- take whatever necessary measures to ensure the safety of the learner in their care until the placement can be reviewed or additional support provided
 - review placement details and work with the learner, parents/carers and the local authority to manage the placement if safe to do so until new processes can be put in place for the learner

5. Admission Procedure

Initial Enquiry

- 5.1 Any individual, parent/carer, local authority, careers advisor or advocate can make an initial enquiry about placements at JigsawPlus.
- 5.2 Applicants should make their enquiries in consultation with their local transition team and local authority. During the initial enquiry, the JigsawPlus Admissions team will:
- ensure the individual making the enquiry has an understanding of any potential placement on offer
 - gather initial information about the needs and interests of the prospective learner
 - make an initial decision about whether or not the enquiry should proceed

Initial Visit(s)

- 5.3 Following the initial enquiry, the prospective learner (if appropriate) and their representative(s) are invited to an Open Day at JigsawPlus to find out more about the service. The Applicant will be advised on the JigsawPlus capacity for new applicants at this time.
- 5.4 If the applicant requires further information following the tour of JigsawPlus, they can contact JigsawPlus to arrange an individual meeting with one of the senior staff or managers.

Application

- 5.5 If, following the initial visit it is considered that JigsawPlus would be an appropriate placement, the application form should be completed by the applicant and returned to JigsawPlus. The Admissions Team will review the documentation and confirm if JigsawPlus can potentially meet needs based on this information.
- 5.6 Application forms may be returned for amendment if it is considered that insufficient information has been provided.

Pre-Entry Assessment Observation

- 5.7 The Pre-Entry Assessment will only start when a vacancy is available within the service. A waiting list for Assessment will be held in date order of submission of application.
- 5.8 A JigsawPlus manager or senior member of staff will carry out one or more observations at the prospective learner's current day placement e.g. school or college, and obtain information from the applicant, their teachers or support workers
- 5.9 Where appropriate one or more 'taster' visits will be arranged to JigsawPlus for the prospective learner which may be conducted with or without external support e.g. a teacher, parent or carer.

Pre-Entry Assessment Interview

- 5.10 A JigsawPlus manager or senior member of staff will conduct an in-depth interview with the primary carer(s) (usually parents) of the prospective learner to gather information on current needs and previous history.

Profile

- 5.11 JigsawPlus will collate the information gathered during the application, observation and assessment process to create an initial profile of the prospective learner which may contain, but is not limited to:
 - Personal Details
 - Next of Kin
 - Key Contacts
 - History of Risk
 - Individual Risk Assessment
 - Behaviour Support Guidelines

- Personal Care Guidelines
- Personal Care Support Preferences
- Medical Profile
- Medication Profile
- Medication Risk Assessment
- Medication Administration Support Guidelines
- Seizure Information & Action Plan
- Pre-Entry Assessment Observation Notes
- Assessment of Need & Recommended Provision
 - Educational Background
 - Expected Future Situation Summary
 - Religious or Cultural Needs & Recommended Provision
 - Health & Medical Needs & Recommended Provision
 - Relationships & Support Needs & Recommended Provision
 - Communication, Social Functioning & Emotional Literacy Needs & Recommended Provision
 - Independent Living Needs & Recommended Provision
 - Personal Development Needs & Recommended Provision
 - Wellbeing Skills Needs & Recommended Provision
 - Vocational Skills Needs & Recommended Provision
 - Creative & Performing Arts Needs & Recommended Provision
 - Physical space assessment

JigsawPlus Panel Meeting

- 5.12 On completion of the profile, the information gathered during the Pre-Entry Assessment process will be reviewed at a JigsawPlus Admission Panel Meeting ('the Panel').
- 5.13 The Panel will decide whether to offer a placement and on what terms taking into account any possible risks and support needs of the individual.

Assessment Outcome

Successful Applications

- 5.14 Placement offers will be made in writing by the Business Development Manager once agreed by the Panel. An offer will only be issued once there is a suitable space available for the individual.
- 5.15 Offer letters will outline the provision being offered, details of recommended support and staffing requirements, the associated placement costs and actions necessary to accept the offer.

- 5.16 Upon acceptance of the offer and confirmation of funding from the relevant funding authority, a start date with transition arrangements will be agreed.

Unsuccessful Applications

- 5.17 If the outcome of the Panel meeting is that JigsawPlus is unable to support a prospective learner the decision will be communicated in writing to the applicant informing them of the reasons why a placement cannot be offered.
- 5.18 The applicant may appeal the decision if a placement cannot be offered.
- 5.19 The applicant must submit a written appeal to the Business Development Manager within 4 weeks of the decision, clearly stating the grounds and specific points they wish to contest.
- 5.20 The appeal will be reviewed by the CEO and at least one Trustee (the 'Appeals Panel'). Initially, this will be a paper-based review. The Appeals Panel may choose to meet with the appellant or members of the original panel for clarification if necessary.
- 5.21 The appeal is limited to the points outlined in the applicant's written submission.
- 5.22 The Appeals Panel will convene within 4 weeks of receiving the appeal in writing.
- 5.23 The outcome of the appeal will be provided in writing within 1 week of the review. The panel's decision will be either uphold the original decision, or request that the Director of Adult Services reviews the case responding to the points outlined in the applicant's written submission (the Second Review)
- 5.24 If a Second Review is requested, the Director of Adult Services must provide a written submission to the Appeals Panel within 4 weeks of receiving the request to review and address the points of appeal. Following consideration of the information submitted the Appeals Panel may either uphold the original decision or confirm that the placement can be offered.
- 5.25 The appellant will be informed in writing of the Second Review outcome within 1 week of its completion. This decision is final, and there is no further recourse for appeal
- 5.26 If there are any delays in the appeal process, the Business Development Manager will keep the appellant informed of the expected length of the delay.

Transition

- 5.27 JigsawPlus will work with the current placement provider to agree a mutually acceptable transition plan which may include supported visits or an initial part time placement.

6. Implementation

Distribution

- 6.1 This document will be made available on the JigsawPlus website: www.jigsawplus.co.uk

Roles & Responsibilities

- 6.2. The Business Development Manager and JigsawPlus Support Services Director are responsible for reviewing and updating this policy and procedures bi-annually or as required.

- 6.3 The Business Development Manager is responsible for ensuring that the application process is undertaken in an efficient and timely manner.
- 6.4 The Assistant Support Services Manager is responsible for supervising the initial assessment process.
- 6.5 The JigsawPlus Assistant Support Services Manager and a member of JigsawPlus senior team are responsible for carrying out observations and initial assessment interviews.
- 6.6 The JigsawPlus Admissions Panel, is responsible for determining the outcome of an application.

7. Policy Review

- 7.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 7.2 This policy was last reviewed in May 2024.

8. Version History

No.	Date	Amendment
1.1		
1.2	March 2019	No fundamental changes
1.3	May 2022	No fundamental changes, job title changes. Flowchart updated
1.4	Nov 2022	5.8.4 Assessment waiting list order amended
2.1	March 2024	5.2 amendment to initial visits. 5.8 Amendment to Assessment outcome5.8.7 Appeals process. Flowchart updated
2.2	May 2024	Additional definitions 2.2 – 2.5 following further feedback, additional point to pre-entry assessment, reference to additional space assessment at 5.11, unsuccessful applicant appeals section expanded for clarity.

9. Related Legislation & Guidance

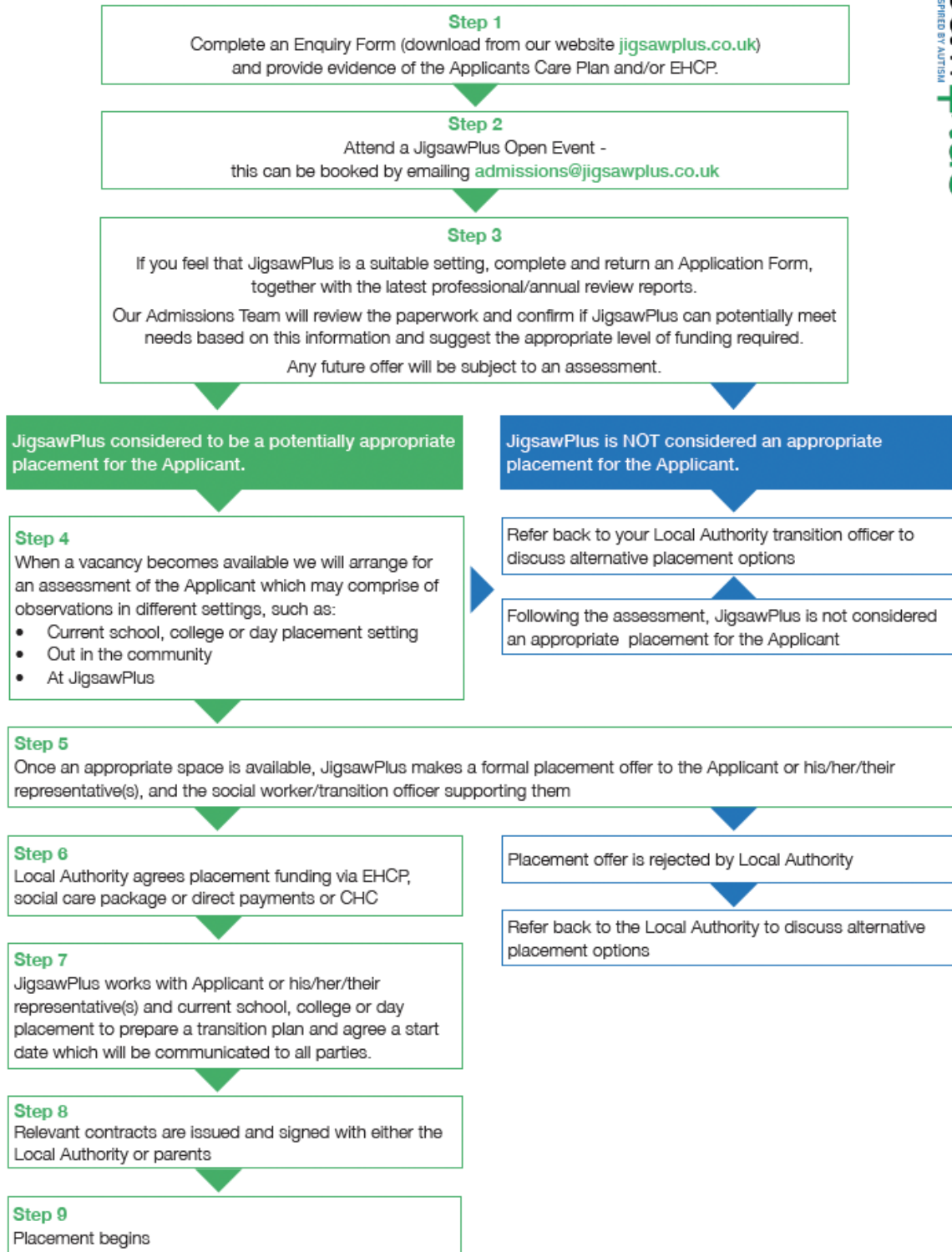
Document	Location
Equality Act 2010	
Care Act 2014	

10. Related Internal Documentation

Document	Electronic Copy Location
Equality & Diversity Policy	Home Page (common drive) policies /

JIGSAWPLUS ADMISSION FLOWCHART

TYPICAL ADMISSIONS PROCESS - JIGSAWPLUS



JIGSAW PLUS ADMISSIONS FORM

ADMISSIONS – INITIAL ENQUIRY

PARENT/CARER DETAILS			
Date			
Name		Phone no	
Email			
Address			

APPLICANT DETAILS			
Name		DOB	
Address			
Phone no		Email	
School/college/social care setting <i>(previous &/or current)</i>			
Autism spectrum diagnosis <i>(tick)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Under assessment <input type="checkbox"/>
Any other diagnosis			
Preferred start date for placement			
Funding streams <i>(please tick and provide copy/s of relevant documentation)</i>	<input type="checkbox"/> EHCP <input type="checkbox"/> Social Care funding <input type="checkbox"/> Continuing health care funding <input type="checkbox"/> Other (please specify)		

I consent to the Applicant details as detailed above to be added to the JigsawPlus waiting list			
Applicant signature		Date	
Parent/carer signature		Date	

Please return this enquiry form, together with evidence of your EHCP and/or Care Plan to admissions@jigsawplus.co.uk, or by post to Admissions, JigsawPlus, Building 203 Dunsfold Park, Cranleigh, Surrey, GU6 8GA