

**Outcomes
First
Group.**

Admissions and Invoicing Policy

August 2023

ADMISSIONS AND INVOICING POLICY

Contents

Purpose	2
Scope.....	2
Rationale for Invoicing.....	2
Invoicing Date – Immediate Admission (within 7 days)	2
Invoicing Date – Within Year Admission.....	2
Invoicing Date – New Term Admission.....	3
Transition	3
Admission Codes	3

Purpose

This policy sets out the Outcomes First Group (OFG) processes in respect to the admission of children and young people into our schools and homes, including the issuing of invoices.

Scope

This policy covers OFG staff and funding local authorities wishing to place children and young people in our services.

Rationale for Invoicing

OFG supports the view that all children and young people are entitled to a full-time education. Therefore, it is our aim to transition new pupils into our schools as quickly as possible, minimising any potential lost learning.

Invoicing Date – Immediate Admission (within 7 days)

Where admission within 7 days is requested by the funding authority and facilitated by the school and/or home, fees will commence and invoices issued, pro-rata accordingly, on the day of placement agreement by the funding authority. Placement agreement is the date upon which written acceptance of the offer is received back from the funding authority and as such, the placement is secured for the named child.

Transition arrangements for the pupil to attend school will begin at the same time.

Invoicing Date – Within Year Admission

Fees will commence and invoices issued, pro-rata accordingly, 7 calendar days following the placement agreement by the funding authority. Placement agreement is the date upon which written acceptance of the offer is received back from the funding authority and as such, the placement is secured for the named child.

Please note that in some instances where demand for limited placements is exceptionally high it may not be possible to guarantee a placement until this point.

Transition arrangements for the pupil to attend school will begin at the same time.

Where transition arrangements into the school are delayed on OFGs part, invoicing will not commence until the transition has started. If transition arrangements are delayed on the part of the funding authority or family, the above arrangements will apply.

Invoicing Date – New Term Admission

Invoices will be billed from the first date of the term, including inset days, following the placement agreement by the funding authority. Transition arrangements for the pupil to attend school will begin at the same time.

Where transition arrangements into the school are delayed on OFGs part, invoicing will not commence until the transition has started. If transition arrangements are delayed on the part of the funding authority or family, the above arrangements will apply.

Invoicing Date – Advance Admissions

OFG will consider on an individual, case by case, basis requests for admission dates wishing to be secured with advance notice i.e. requested with start dates longer than the following new term or more than 7 calendar days in advance. In such instances a retainer fee will be required, the amount of which again will be individually negotiated according to the specific circumstances.

Transition

Transition arrangements into our schools vary based on the pupil's individual needs. All schools take a person-centred approach to any admission into our services.

From an invoicing perspective, the minimum expectations during any transition period are:

- Twice weekly contact with the pupils by a staff member for a minimum of one hour.
- Daily safeguarding and welfare checks by the school or home.
- Full integration into the service within 4 weeks.

Admission Codes

From the billing date, all children and young people will be allocated a z code on ISAMs during transition. This means that their attendance will not be counted within each service's attendance reporting figures. From the date of full integration, this code will be changed to on roll status.

However, it is OFGs expectations that records of all transition visits and contact are kept in the pupils individual document file on ISAMs.

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.



**Outcomes
First
Group.**

**Acorn Education And Care
Options Autism**