



Greenwood School Referral and Admissions Policy

Date of Policy Issue/Review	September 2020	September 2021
Name of Responsible Manager	Vicky Essex	
Signature of Responsible Manager		

Principles

Hampshire County Council has a statutory obligation to provide full time alternative education for pupils living in Hampshire who have been permanently excluded from either a mainstream or special school, and for pupils who because of illness or emotional vulnerability would not receive suitable education without such provision. This duty also extends to pupils attending a Hampshire school who for reasons of illness or emotional vulnerability are unable to attend their home school. One of the ways Hampshire discharges this duty for secondary aged pupils is by commissioning a number of places in Pupil Referral Units. In Hampshire these are called Education Centres.

The purpose of the Education Centre is to provide pupils with:

- high quality education having due regard to their individual needs
- opportunities for re-engagement with the learning process in a variety of appropriate settings
- an environment in which pupils can develop their social skills and prepare for their future life as well adjusted, healthy and useful members of society

The Education Centre will aim to reintegrate pupils into appropriate mainstream education, special school or a suitable post 16 destination. Reintegration will be supported through an agreed period of induction. This Policy aims to be clear, fair and objective and complies with all relevant legislation.

Referral and Admissions Procedures

There are four routes into the Education Centres for all pupils, including those with Special Educational Needs and Children in Care:

1) Permanently Excluded

If a pupil has been permanently excluded from mainstream or special provision, there is ongoing dialogue between school or SEN Service and the Education Centre to ensure that the needs of the child can be met. We are committed to meeting the statutory requirements of providing full time education after day 6.

2) Medical Needs

These are children and young people who are temporarily unable to attend school on a full time basis because of their medical needs. These children and young people are likely to be:

- children and young people suffering from long-term illnesses
- children and young people with long-term post-operative or post-injury recovery periods

3) **Emotionally Vulnerable**

Children and young people with long-term mental health problems

N.B. For the purposes of this policy statement, “long-term” is defined as any period exceeding 15 continuous school days of absence from school because of medical needs. Education provision for absences of up to 15 days remains the responsibility of the pupil’s home school.

4) **Dual Placements**

The Education Centres maintain effective local links with schools and a school may directly apply for an intervention place for pupils at serious risk of permanent exclusion. The Local Authority Area Strategic Manager should be informed by the Education Centre Manager/ Headteacher and agree to any placement being funded from the places commissioned by the Local Authority. If the child has a statement of special educational needs then the SEN Service also needs to be informed. Intervention places are usually negotiated between School and Education Centre with a transition plan and a set of agreements, after which the pupil will return to the home school or a pre-determined school through either a managed move or local placement panel. In such an event, full approval will be sought from parents/carers. Early intervention work may support re-integration into mainstream schooling. Additional consideration of the suitability of placement is given to cases where pupils have a broad range of complex needs.

How to refer

In order that referrals can be properly considered supporting evidence should be provided using the EIS referral form. (See Appendix A)

Who can refer?

Admission to an Education Centre is via referrals from **schools** for dual registered provision and from the **Education and Inclusion Service** for those pupils who are emotionally vulnerable, medically unwell or permanently excluded.

Permanently Excluded

Permanently excluded pupil placements will be managed by the Inclusion Teams based in Alton (East) and Winchester (West) in conjunction with the Education Centres as set out in the DfE guidance to schools and Local Authorities. All permanently excluded pupils will be admitted by the appropriate Education Centre; the Centre will deliver full time education from the 6th day following a permanent exclusion.

Medical Needs and Emotionally Vulnerable

Referral to the Education and Inclusion Service must be made by the young person’s home school and must be made via the Education and Inclusion Service referral form. Referrals should normally be supported by either:

- a Hospital Consultant
- a Senior Clinical Medical Officer
- a Consultant Child Psychiatrist

together with additional information that may be available from:

- a General Practitioner (GP)
- a member of the Hampshire Education Psychology Service (HEPS)

In addition, referrals might be supported by other services and medical agencies as appropriate. Referrals should be submitted to the Area Strategic Manager at the relevant Local Education Office.

The EIS will decide, on a ‘case by case’ basis, whether or not a pupil will be referred on to the appropriate Education Centre and then decisions on admission will be taken by the Centre Manager/Headteacher and Local Authority Area Strategic Manager. If a child has a statement of special educational needs then the SEN Service also needs to be informed.

Dual Placements

Before a child can be dual registered schools must provide a range of information to ensure the Education Centre's intervention can be successful. The information must contain evidence of the ongoing interventions already tried by the school, essential baseline data relating to current and past attainment, social/emotional information, details of any special educational needs, the consent of parents / carers to spend time at the Education Centre, evidence of consultation with the young person.

The Education Centre Manager/Headteacher will decide each admission on a case by case; the Area Strategic Manager will be kept informed about new placements offered through dual registration and his agreement obtained where funding is being provided through the places commissioned by the Local Authority .

The responsibility for a pupil receiving dual registered provision continues to rest with the school and on-going contact between school and Education Centre must always be maintained so that there is ongoing sharing of information about the young person.

Education Inclusion Referral Form

PUPIL DETAILS

Name: _____ Date of Birth: _____ Year Group: _____

School: _____ UPN: _____

 Address: _____

Postcode: _____ Ethnicity: _____ First Language: _____

FAMILY DETAILS
Parent / Carer

Parent / Carer Name
Relationship
Address
Post Code
Home Phone
Mobile Phone
Email

Parent / Carer Name
Relationship
Address
Post Code
Home Phone
Mobile Phone
Email

Siblings

Name	DoB	School

REASON FOR REFERRAL:

- | | |
|--------------------------------|--------------------------|
| At risk of permanent exclusion | <input type="checkbox"/> |
| Significant emotional problems | <input type="checkbox"/> |
| Medical | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |
-

SCHOOL DETAILS

Previous School attended: _____

Details of all previous schools (including managed moves as applicable):

Please give the name of the staff member responsible for liaison and provision of school work

Name (please print): _____ Position: _____

Telephone number: _____ Email address: _____

Child Protection Issues: Yes No

Child in Care: Yes No

Eligible for Pupil Premium: Free School Meals Forces

SEN STATEMENT Yes No In progress

If YES Reason for statement: _____

Issue date: _____ Date of last annual review: _____

OTHER DETAILS

Does the pupil have a disability? YES / NO (delete) If yes, please describe

CAF Completed: Yes No Lead Professional: _____

Telephone: _____ Email address: _____

If CAF completed please detail TAC meetings/attach minutes

BACKGROUND INFORMATION

Emotional and Social Issues

Feeling special; early attachments; risking/actual self-harm; phobias; psychological difficulties; coping with stress; motivation, positive attitudes; confidence; relationship with peers; feeling isolated and solitary; fears; often unhappy

Behavioural Issues

Lifestyle; self-control; reckless or impulsive activity; behaviour with peers; substance misuse; anti-social behaviour; sexual behaviour; offending; violence and aggression; restless and overactive; easily distracted, attention span/concentration/criminal behaviour

Medical

Learning Difficulties / Attitudes to Work

Enthusiasms / Interests and Strengths

Previous Strategies

Please describe the strategies already employed and provide copies of Individual Education Plans/Individual Behavioural Plans/Pastoral Support Plans

Anticipated outcomes - what would you hope to achieve following this referral?

Please share your ideas for how the school and the centre might work together to meet the needs of this pupil.

Please confirm Parents/carers support for this referral Yes

Profile of Pupil Capability - please complete as fully as possible

Key Stage 2

	Reading	Mathematics	Science
Test level achieved			
Teacher assessment			

Key Stage 3

	English	Mathematics	Science
Test level achieved			
Teacher assessment			

Cognitive Abilities Test

Verbal	Quantitative	Non-verbal	Average

Reading Age	Spelling Age	Dates when tested

Key Stage 4

Targets for GCSE Performance

Subject	Exam Board	Current Grade	Target Grade	Subject	Exam Board	Current Grade	Target Grade
English				Design Technology Please specify			
Maths				Option 1			
Science				Option 2			
Humanities Please specify				Option 3			
14-16 College Course				Extended Work Experience			

Examinations Officer: _____

Telephone: _____ Email address: _____

Attendance %: _____

DETAILS OF OTHER AGENCIES INVOLVED WITH THE PUPIL

	Name	Tel/E-mail
Locality Team		
Education Psychologist		
Children's Services		
YCP/YOT		
Health (eg CAMHS)		
Other (please indicate)		

EIS REFERRAL CHECKLIST

Please ensure that the relevant parts of the following information are attached before sending them, with this form to the appropriate EIS office. ***Failure to send all the supporting information will delay the processing of this referral.***

- ⇒ Any reports (eg academic / EP and other agency involvement)
- ⇒ Attendance Record
- ⇒ Copy of SEN Statement
- ⇒ IEP / IBMP / PSP
- ⇒ Most recent PEP
- ⇒ Behaviour Logs
- ⇒ Risk Assessment
- ⇒ Evidence of Child and Family Therapy involvement (**essential for EV referral**)

⇒ Recent medical report confirming inability to attend school (**essential for medical referral**)

Headteacher's Signature: _____ **Date:** _____