

Roaches Farm School Network Admissions Policy: Education

The policy of our SEMH Farm school network is to admit pupils aged between 5 and 16 years who are generally subject to an Education, Health, Care Plan. Most pupils may have a history of temporary exclusion from school and possibly permanent exclusion.

The school caters for residential (52 weeks) and/or day pupils across separate school sites, with opportunities to re-integrate into mainstream, where appropriate.

GENERAL POLICY

The RFSN will ensure that before a child is admitted, the school is capable of providing the child with a full-time education appropriate to their age, ability, aptitude and individual needs.

REFERRAL AND ADMISSIONS PROCEDURE

Referrals are made through a child's Social Services Department and/or Local Education Authority and presented to the Headteachers, Head of Care and therapists.

After initial discussion with the Social Worker, Placement Officer or Educational Psychologist, it will be decided whether the admission is to be an emergency or planned.

In principle all education placements are "planned".

PLACEMENT AGREEMENTS

Once agreement has been reached to offer a place within the RFSN and a fee has been agreed based on needs, the department funding the placement must confirm, in writing, its formal acceptance within seven days.

Planned Admission	Emergency Admission
<p>Telephone request.</p> <ul style="list-style-type: none"> ● EHCP ● Recommendations from Last Review. ● Details (incl. Address, Tel/email of current/recent Educational placement) ● Last IEP ● Educational. Psychologist contact ● LAC documents ● Medical details. ● Other background details <p>Referral Form completed Referral Form emailed to Care Today Main Office Headteacher/Head of Care/ Therapist to visit child</p> <p>Planned visit to school (incl. Family and Social Worker) Feedback discussion at weekly Care &</p>	<p>Telephone request.</p> <ul style="list-style-type: none"> ● EHCP ● Recommendations from Last Review. ● Details (incl. Address, Tel/email of current/recent Educational placement) ● Last IEP ● Educational. Psychologist contact ● LAC documents ● Medical details. ● Other background details <p>Referral Form completed Referral Form emailed to Care Today Main Office, Head of Care, Headteacher and therapists advised Nominate Key Worker / Key Teacher</p> <p>CHILD PLACED</p>

<p>Education Team meetings.</p> <ul style="list-style-type: none"> ● Integration plan ● Targets for IEP/Care Plan ● Long-term Objectives ● Nominate Key Teacher <p>CHILD PLACED Initial Screening by school lead and psychotherapist to be completed within six weeks.</p>	<p>Residential Planning meeting (within 72 hours) Integration plan agreed Targets for IEP/Care Plan Long-term Objectives Feedback discussion at weekly Care & Education Team meetings. Admissions Panel meeting</p> <p>Initial Screening by school lead and psychotherapist to be completed within six weeks.</p>
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Integration Plan

Pupils will be offered a planned and coordinated integration into school. This can be flexible and adapted according to an individual’s needs. For pupils who have been out of education for a prolonged period of time they may require a part time plan, allowing them to access school life for short periods.

Residential pupils will be given the opportunity to settle into their new home before being expected to attend school. During this time residential care workers will take a lead from the Headteacher/Care manager to provide appropriate activities to help the pupil settle in their new home. They will visit the school with their carers and begin to prepare for school life. School staff will visit the pupil in their home, introducing them to aspects of school life, e.g. school expectations and routines, timetable, activities, behaviour expectations and systems that are used.

A phased entry will take between 1 to 4 weeks, also taking into account local authority guidance if offered.

A proposed plan for Residential Pupils Integration

Day 1 - Visit to school and lunch with peers
Day 2 - Visit for 2 sessions and lunch
Day 3 - Visit for 3 sessions and break/lunch
Day 4 – Visit morning and lunch
Day 5 – Visit All Day - 09:00 - 15:00

A suggested plan for Day Pupils

Week 1 - 2 x mornings - 09:00-12:30
Week 2 - 2x morning with lunch - 09:00 - 13:00 1x full day - 09:00 - 15:00
Week 3 - 1x morning with lunch - 09:00 - 13:30 2x full days - 09:00 - 15:00
Week 4 - 4x full days - 09:00 - 15:00

RFSN Admissions Policy reviewed July 2020
To be reviewed annually - Reviewed July 2021