## **Roaches School Network Admissions Policy: Education**

The policy of our SEMH 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 RSN 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 RSN and a fee has been agreed based on needs, the department funding the placement must confirm, in writing, its formal acceptance within seven days.

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| **Planned Admission** | **Emergency Admission** |
| Telephone request.* 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

Referral Form completedReferral Form emailed to Care Today Main Office Headteacher/Head of Care/ Therapist to visit childPlanned visit to school (incl. Family and Social Worker)Feedback discussion at weekly Care & Education Team meetings.* Integration plan
* Targets for IEP/Care Plan
* Long-term Objectives
* Nominate Key Teacher

**CHILD PLACED**Initial Screening by school lead and psychotherapistto be completed within six weeks. | Telephone request. * 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

Referral Form completedReferral Form emailed to Care Today Main Office, Head of Care, Headteacher and therapists advisedNominate Key Worker / Key Teacher**CHILD PLACED**Residential Planning meeting (within 72 hours)Integration plan agreedTargets for IEP/Care PlanLong-term ObjectivesFeedback discussion at weekly Care & Education Team meetings.Admissions Panel meetingInitial Screening by school lead and psychotherapistto be completed within six weeks. |

**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

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| 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

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| 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 |

RSN Admissions Policy reviewed July 2020

To be reviewed annually - Reviewed September 2023