



ADMISSIONS POLICY

Introduction:

Provision for children and young people with medical needs (including mental health) is the responsibility Walsall Council. Walsall Children's Services provides support and specialist provision for pupils resident in Walsall, who have medical, emotional or psychological needs and pregnant schoolgirls whose problems have resulted in an interruption to school attendance. This support is provided through The Shepwell School which includes on-site provision, Home Tuition and Hospital Education.

Education takes place:

- ☒ at the Manor Hospital
- ☒ in pupils' homes within Walsall's boundaries
- ☒ on-site at The Shepwell School a Short Stay School

The School ensures a continuum of educational provision through established, and effective partnerships with stakeholders including, CAMHS, Walsall SEN team, parents, WPH Teenage Counselling, mainstream schools, special schools, community service groups.

Section 19 of the Education Act 1996 provides that – each local education authority shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them.

This policy is a statement of the principles and procedures for the admission of pupils to the Shepwell School taking into account Access to Education for Children and Young People with Medical Needs – DFES 0732/2001 and will be reviewed:

- ☒ at regular intervals by the Headteacher, in collaboration with Walsall Children's Services and the Management Committee. Additional consultation may occur with colleagues from schools and the main referring agencies.
- ☒ annually with staff.

Referral Criteria and Guidance for Admission

Pupils attending Shepwell school will be dual registered (pupils will remain on the roll of their existing school whilst attending the School)

Pupils attending the Shepwell Learning Centre (autism specialist ARP) will be registered with Shepwell School and not dual registered. All pupils admitted into the ARP MUST have a EHCP and a diagnosis of autism.

All Schools and agencies making referrals to the School should agree to the following principles:

- ☐ It is the intention that all pupils who are dual registered will return to mainstream education and if/where possible to their host school.
- The person making the referral may be asked to include a letter from a medical professional to state that alternative provision is appropriate.
- A member of the mainstream school staff must attend the initial meeting and the 2 week review meeting and subsequent six weekly pupil progress reviews.
- ☐ Prior to admission all the information necessary to ensure continuing education for the pupil should be submitted, including:
 - Current attendance record;
 - ☐ reports – academic and behaviour;
 - ☐ baseline Data, including predicted and target grades;
 - ☐ curriculum Information and other relevant information.
- The mainstream school will be expected to fund the following:
 - Top-up funding £8000 (pro rata over 52 weeks);
 - Pupil Premium funding;
 - SEN Top-up funding;
 - examination entries;
 - assessments by independent agencies (if appropriate);
 - college/alternative provider placements/work placement validation costs (if appropriate).

In addition:

Key Stage 4 pupils:

- GCSE class and coursework ought to available at the initial meeting.

- The mainstream school is responsible for obtaining the attendance records, assessments, etc of the pupil while the pupil receives any provision made by The Shepwell School. All attendance and progress data will be available at 6 weekly pupil progress review meeting.

Pupils who would be considered for admission might be those pupils who exhibit:

- A pattern of falling attendance due to school focused anxiety identified by health professionals such as CAHMS;
- attendance that has broken down completely through chronic 'school refusal' (school phobia);
- extenuating difficulties returning to school after attempts by the school and other agencies to re-integrate;
- the need for support where there have been difficulties prior to reintegration into mainstream school after very long periods of illness and time out of school;
- mental health problems, which prevent pupils from accessing mainstream education, such as those pupils discharged from mental health/ psychiatric schools/units;
- school refusal due to being out of school for a long period of absence due to their illness/ medical/ psychiatric conditions;
- acute anxiety due to specific medical conditions, such as alopecia;
- school induced anxiety/ emotional distress as victims of perceived or confirmed bullying or harassment;
- difficulties functioning at school due to conditions such as Autism Spectrum Disorder;
- pupils with SEND (Statement/EHCP).

Pregnant Schoolgirls

- Pregnant Schoolgirls are eligible for admission into the School from 24 weeks of pregnancy. It is anticipated that they will return to mainstream school with support for re-integration after delivery, if required.
- In special circumstances a young mother may return to the School for a short period of time after the birth of the baby.
- Referrals for pregnant schoolgirls are accepted from the Education Welfare Service who have a named Officer for pregnant school girls.
- The School will work closely with the Education Welfare Officer to support young mothers to return to mainstream school.

Referrals will be made using the official referral form.

Referral process:

- Telephone conversation with head teacher
- Submit referral form and supporting evidence
- STL discuss referral
- A consultation meeting engaging all relevant agencies may be the appropriate route;
- Pupil, parents and mainstream school invited to initial meeting to discuss next steps and write pupil profile
- If a place is offered, pupil is invited to attend for induction & assessments (3 half days – Monday, Tuesday, Wednesday)
- Pupil starts 2 week review period.
- After 2 weeks the head teacher or a nominated senior member of staff chairs the 2 week review meeting to discuss next steps with pupil, parents and mainstream school.
- Pupil is either referred back to mainstream school or placed on a 6 week review placement at Shepwell Short Stay School.

Referrals should have already been fully discussed in the school and with the Education Welfare Officer and Education Psychologist. In the case of Looked After Children, referrals will have also been discussed with the young person's social worker and Virtual School.

Shepwell School will only accept referrals from mainstream schools, Walsall Children's Services and CAMHS (with mainstream school agreement)

Referral information must include:

- ☐ Nature of the difficulties;
 - ☐ substantial evidence of what attempts the school/EWO/EP have made to encourage the child to attend;
 - ☐ parental involvement at the earlier stages;
 - ☐ current attendance data and patterns;
 - ☐ attainment data including Key Stage Two data;
 - ☐ Behaviour/patterns of behaviour.
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- ☐ All pupils will be admitted initially for a two-week period. During this time a more detailed assessment and the appropriateness of the School's involvement will be undertaken. This may mean the placement will be modified during or at the end of this time at a formal review. It may be decided to extend the initial period further if deemed necessary.
 - ☐ At the end of the initial two week period the pupil and family and the School will agree a contact and identify an inclusion plan for re-integration into mainstream. The inclusion plan will be reviewed at six weekly intervals.
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- Year 11 will not be considered after the autumn term except under exceptional circumstances and an admissions meeting will take place to investigate other

options. The meeting will involve the mainstream school, Educational Psychology Service, Educational Welfare Service and other professional agencies involved.

Hospital Tuition

- The hospital teaching staff is informed of new admission by accessing the ward admission book daily, the accident and emergency admissions or by the medical staff. Teaching will take place in the teaching room or at the bed side and teaching starts from day one but priority is given to pupils who are long stay (three or more days) and those that have a recurrent condition.
- In order to provide continuity of provision the teacher in charge of H & HTS will notify the head teacher about pupils who will require home education or be considered for a place at the Shepwell on-site provision after discharge from hospital (with mainstream school agreement).

Home Tuition

- This includes pupils who have been discharged from hospital and/or those pupils with medical conditions who are unable to attend school for a minimum of three weeks.
- All referrals will be confirmed by teacher in charge of H & HTS through contact with the appropriate medical personnel and mainstream school.
- An appropriate start date will be decided as soon as possible, which will be convenient for all concerned.
- For those pupils who made referred by non-medical personnel, a medical note will be required indicating the length of support required. The teacher in charge of H & HTS will review the length of support and request up dating wherever necessary.
- The teacher in charge of H & HTS and the allocated home tutor will carry out an initial home visit.
- Pupils will be supported for a maximum of 5 hours a week at Key stage 3 and a maximum of 10 hours a week at Key stage 4 depending of the needs of the pupil.
- The mainstream school is responsible for providing/setting work and responsible for marking all work completed.
- Home tuition will commence when the school returns a signed service level agreement.
- All pupils are offered a supportive re-integration package.
- Pupils away from school due to long term illness, who find returning to their mainstream school difficult, will have some teaching time at the School to support their re-integration into mainstream education.

Shepwell Learning Centre (autism specialist support)

- Mainstream schools can submit a referral to the Walsall SEN Team
- Pupils must have a diagnosis on AS and have a EHCP
- All referrals will be discussed at a termly panel meeting
- Pupils who meet the rigorous criteria will be offered a place (if a place is available)

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Review date: September 2020