

GILLFORD CENTRE	
TITLE: ADMISSIONS POLICY	ISSUE 1 DATE: January 2015

RECORD OF ISSUE		
ISSUE	DATE	SUMMARY
1	January 2015	Issue 1 responds to a policy requirement. Review January 2017
2	February 2020	Regular review of policy
3	February 2021	Regular review of policy

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ADMISSIONS POLICY

Requests for PRU provision for young people aged between 5 and 16 who are experiencing social, emotional and behavioural difficulties must be made following the procedures identified in the Early Help Assessment Form and with reference to the new SEND Code of Practice (0-25 years).

At the Gillford Centre, different panels are run depending on the Key Stage. The Carlisle Inclusion Panel (CIP) is held on a 5-weekly rota for Secondary pupils (KS3 and KS4). Comprising the PRU Head teacher, Local Authority Officers and Assistant Head Teachers from 8 local secondary schools.

At Primary level the Primary Allocations Panel meets half termly to discuss referrals and to ensure that they meet referral and provision criteria. This comprises of the PRU Head teacher, the Key Stage Coordinator, the Reintegration Officer and two Primary Head teachers. If required an Emergency Primary Referral Panel can be held.

Priorities for PRU provision are: -

- Students permanently excluded from two or more schools
- Students permanently excluded from one school
- Students for whom a mainstream school is not appropriate in the short term
- Students at risk of permanent exclusion
- Students requiring assessment
- Students with exceptional circumstances

Students in the Children's Looked After Service and those with an EHCP will be prioritised within each of these groups by a Fair Access Protocol.

Referrals to PRU

Prior to referral to the PRU it is expected that the mainstream school can clearly demonstrate what action has already been taken to address the needs of the young person. The school will be required to provide evidence to demonstrate: -

- The implementation of at least two reviewed Individual Education Plans (IEPs) or Early Help Plans. These must include specific behaviour targets (i.e. not solely learning targets) and specialist advice recommendations provided in reports should be incorporated into the IEP/ Action Plan targets.
- Evidence of support arrangements which have already been utilised in school (e.g. nurture/small group work, TA support, EBDST advice, an Educational Psychologist report) must be included.
- A clear indication of the resources and timescale made available by the school to meet the

additional needs of the student.

- Involvement of appropriate external specialist services to provide support and advice and a review of its impact.
- It is desirable that an Early Help Assessment has been completed and registered. A 'Team around the Child' (TAC) or a 'Team around the Family' (TAF) will have been established prior to a referral being made. In those cases where an Early Help has not been completed referrals may still be made on the Early Help Assessment form.
- Pupil attendance details should be included.
- The involvement of parents/carers in addressing the needs of the student, their involvement in planning and review, and their attitude towards a PRU placement. Parents must agree to the referral.
- There must be recorded supplementary evidence in place that schools have accessed the support of external agencies / advice prior to seeking a placement, e.g. current involvement from some or all of the following external agencies; Social Care/Family support, Educational Psychology Services, Family Intervention Project (FIP), SAT's team, medical professionals.
- A covering letter for primary placements from the Head teacher must be submitted with referrals, to establish the current context for the referral. This should provide a chronology of recorded serious incidents / fixed term exclusions and a chronology of support services / advice accessed from external agencies.

Dual-registration of a student at a mainstream school and PRU

For some students at risk of permanent exclusion dual registration at a PRU and School will be the most appropriate strategy. In these cases, it will be expected that:

- The student will remain on the roll of the school and spend some time each week within the school.
- The arrangements will both be time limited and task centred.
- The arrangements of timetabling at school and PRU will ensure that the student receives 22-25 hours per week education
- Placements should not last longer than one and a half terms for Secondary Pupils and one term for Primary Pupils.

If a student's behaviour is such that the school does not wish them to be present at all then it may be more appropriate to consider exclusion. The exception to this is when a 'cooling off' period of fixed and limited duration is determined as part of an agreed strategy, with an agreed date to recommence school attendance.

Some permanently excluded students may attend the PRU full-time for a limited period and begin reintegration to another mainstream school. These students must also receive a full timetable and the receiving school will be part of the planning process.

Placement agreed though not available/Priority of Placements

- Permanently Excluded Students
- Students at risk of Permanent Exclusion
- (Students within the Looked After provision will be prioritised within each of the groups above).

- N.B. Exceptionally this will involve Out of County placements

It is crucial that students receive provision at all times. Should a placement be agreed but there is no place available, the mainstream school where the student is on roll should continue to be responsible for the student's educational provision.

It is the right of the Head teacher of the PRU to reintegrate students who are dual registered in order to facilitate placements for the above three categories.

Hospital & Home Tuition Service

Referrals for the HHTS should be made on the Early Help Assessment form. These should be sent directly to the PRU Headteacher. They will be considered by the Headteacher and the HHTS Co-ordinator.

Appropriate referrals will have supporting medical information from a medical professional (not a GP) who will evaluate on the accompanying form how many hours and the location (home, hospital, tutorial centre or school) for the tuition. It is expected that all students will be on roll at a mainstream school.

For those students with an EHCP referrals can only be accepted following an annual review which has been attended by either the PRU Headteacher or the HHTS Co-ordinator.

MONITORING AND EVALUATION

The head teacher, on behalf of the Management Committee, will review the policy on an annual basis.

Next Review Date – February 2022