

# NEWBRIDGE SCHOOL

## ADMISSIONS POLICY

### 2016-2017

OTHER POLICY LINKS

**Update: June 2016**

**Review Date: June 2017**

Newbridge School has been established to deliver education (on behalf of the Local Authority) to children and young people who are out of school for a variety of reasons, according to DCSF guidance and government directives.

Newbridge School is a *Pupil Referral Unit* with places for up to 68 pupils. The school provides a range of educational programmes supporting students of secondary age who are Worcestershire residents and are not able to access education through mainstream schools. Newbridge aims to ensure that all students have access to appropriate curriculum to ensure they achieve their potential and are not disadvantaged in comparison to their peers accessing education in mainstream settings. Students accessing longer term educational programmes at Newbridge will follow a range of accredited courses. Each student will have an individual educational plan and a clear transition plan to support them into Post-16 provision.

### **Admissions Criteria**

- Pupils permanently excluded from mainstream school.
- Pupils at risk of permanent exclusion.
- Pupils new to the authority with a history of disrupted education or previously educated in a PRU setting for whom a school placement cannot be immediately identified.
- Pupils positively referred for alternative provision on either a full-time or part-time basis.

### **Who can refer?**

Newbridge School supports the Local Authority to fulfil its statutory duties by providing education for permanently excluded students from day 6 following a permanent exclusion at Key Stage 3 and 4 whilst seeking admission to another mainstream school and at Key Stage 4 by providing full time appropriate education as an alternative to mainstream school if necessary.

All referrals will be supported by detailed information that will form the basis of an initial Risk Assessment and will help inform:

- Most appropriate placement.
- Nature and duration of placement.
- Exit strategy.

Information **can** consist of:

- Evidence of emergency review meetings for statemented pupils.
- Pastoral Support Plans.
- Essential baseline information, i.e. academic, social/emotional, current educational provision/ curriculum, details of SEN.
- In case of a medical referral, written support from a paediatrician.
- Evidence of ongoing interventions.
- In case of all exclusions, copy of Head Teacher's letter of exclusion to parent.

Other services and agencies (e.g. Education Welfare Service, Educational Psychology, Action for Children, Youth Offending, Health and Social Services) and parents and carers may be asked to supply additional information to support the referral process.

## **PLACEMENTS**

The Headteacher has responsibility for allocating provision for referrals that meet the Admissions criteria.

All those involved with the pupil will be informed of the decision and a date for the admissions appointment will be arranged.

In the case of turnaround or alternative placements, an agreement will be drawn up between the referring school and Newbridge. The agreement will address funding, pupil support, transport arrangements, duration of placement, placement review and exit strategies.

Any referrals that fall outside of the admission criteria or over school numbers will be considered on a case by case basis and may be offered a placement if the appropriate funding and support can be secured from the LA. Where further discussion is required the case will be referred to the Governing Body.

**Once a placement is agreed all students will attend a planned induction programme for up to 3 weeks;** outlined below. This is a part-time programme to facilitate a range of assessments and to ensure that the student's programme can be best matched to individual need.

Places are offered only when agreement has been reached with the mainstream school and parents or carers.

## **CAPACITY**

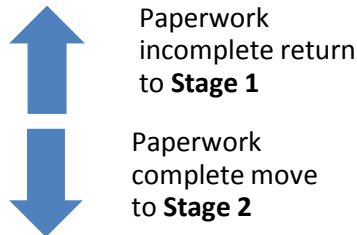
Newbridge School may at some points in the year, have greater demand for places than are available. Demand for places increases during the year and is at a peak between Easter and June before Year 11 leavers release places again.

In the case of students with SEMH, capacity is sometimes related to management of particular combinations of students and the stability of staffing rather than absolute numbers.

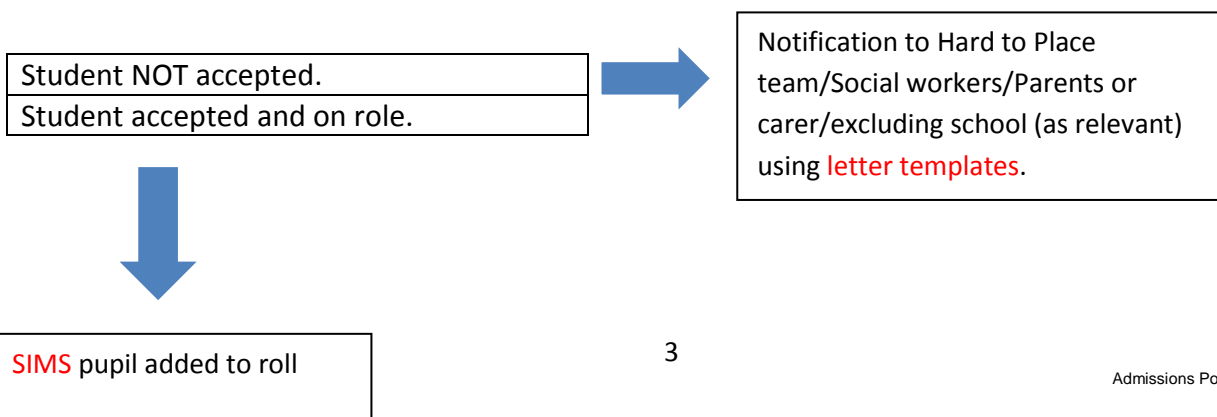
It is the responsibility of the Head teacher to ensure that the safety of all students and staff is paramount.

On occasions capacity will be reached before absolute numbers. In those cases the Head teacher will work with SEN section and the LA and alert them to any issues that may impact on the capacity to provide places and meet LA statutory responsibilities. Governors will be kept informed of the position.

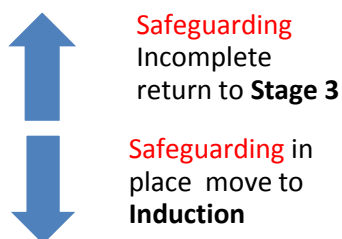
Who is involved	0-2 days : STAGE 1 NOTIFICATION OF PX
Head of School	<b>PX Notification</b> to Head teacher via Edulink service.
Admissions	Paperwork incomplete, contact Hard to Place team for information.
Admissions	Email sent to excluding school requesting <b>PX overview of pupil</b> .
Admissions	Contact made/attempt contact with parent/carer <b><u>within 6 days of receipt of PX</u></b> . If parent/carer <b><u>refuses place send CA1</u></b> .
Admissions Multi agencies Safeguarding	<b>Collation of history</b> Contact/arrange to meet with multi agency professionals, collection of completed relevant paperwork for student (YOT keyworker, previous school placement, social worker, EIFSW).



Who is involved	2-6 days: STAGE 2 ASSESSMENT OF NEEDS
Admissions	<b><u>Meet and greet.</u></b> Initial meeting with family. Discuss referral reasons and Newbridge possible intentions. <b><u>Complete PART B of PX notification or CA1</u></b> if appropriate. (Notes taken).
Admissions SLT Alternative provision SENCO	<b><u>Assessment of needs meeting.</u></b> Assessment of needs using notes from meet and greet and overview from excluding school to make decision regarding needs of pupil coming on role at Newbridge.



Who is involved	6-10 days: STAGE 3 ADMISSION
Admissions Multi agencies Safeguarding	Contact/meet with multi agency professionals, collection of completed relevant paperwork and discussion re overview of student (YOT keyworker, previous school placement, social worker, EIFSW).
Admissions	Contact made with previous placement and professionals involved to arrange professional meetings and Safeguarding and Pupil File collection.
Admissions admin	Arrange <b>Induction and Assessments</b>
Admissions SENCO Safeguarding	Use of <b>PX overview</b> and meeting notes to aid completion of initial documentation to determine pupil needs; FIRST DRAFT - <b>PP, RA, and transport request</b> to county.
Admissions and admin	Admin complete Induction interview whilst admissions take pupil to probable class.
Admissions admin	Data entry of known levels.
SENCO	Commencement of <b>IEP document and add to PP. Matrix of needs</b> to develop additional funding ( <b>E1 E2 E3 E4</b> ).
Whole staff	Basic intro info of new pupil delivered to staff during PM meeting.
SENCO/LM LITERACY LM	<b>Baseline and Emotional wellbeing (EW) assessment testing/WRAT4 processes</b> <b>Reading assessment</b> <b>Pupil Profile and way forward</b> <b>Induction pack.</b>
Safeguarding	<b>Safeguarding complete and in place.</b>



<b>Who is involved</b>	<b>10-14 days: STAGE 4 - ASSESSMENT</b>
Curriculum	<b>Timetabling.</b> (KS4 – OPTIONS).
Admissions SLT SENCO	<b><u>Progress and Review meeting</u></b> Meeting to review Internal processes to ensure offer is entirely prepared and all elements in place ( <b>DATA+DOCS+INFO+TIMETABLE+GROUP+OPTIONS</b> ).
Whole staff	Pupil update given during after school meeting/debrief. Sharing of all documentation relevant to pupil teaching needs.

<b>Who is involved</b>	<b>14-21 days : STAGE 6 PHASED INDUCTION</b>
LM	Phased start begins (LM to supervise).
Admissions Tutor staff LM	After 1 weeks full time attendance correspond re placement progress and documentation ( <b>IEP RA PP</b> ) possible discuss option of PSP.
Whole Staff	After a week of FT attendance school whole school feedback on placement progress and documentation for pupil.

<b>Who is involved</b>	<b>60 days: STAGE 7 PLACEMENT SUCCESS REVIEW</b>
SLT Admissions Tutor team Behaviour LM	Review placement and Induction progress – appropriate and meeting needs.
Admissions SLT Behaviour	Meet with family to update on placement progress if appropriate.
LM	Meet with pupil to review <b>EW assessment and Targets.</b>

## LAC Procedure

Who is involved	DAY 0-6: ADMISSION
Head of School	<b>PX Notification</b> via Edulink service – (incomplete paperwork returned to source for completion).
Admissions	<b>Transport</b> provisions requested.
Admissions	Contact made with carer to arrange initial meeting.
Admissions	Email <b>PX overview</b> to previous placement, arrangement and collection of <b>Safeguarding file</b> and <b>pupil file</b> for student where possible.
Curriculum	Admissions to email curriculum re provisional timetabling exercise to develop offer.
Office	Data entry of known levels/key needs/relevant factors on receipt of <b>PX overview</b> .
SENCO	Commencement of <b>IEP document</b> .
Admissions	Preparation of Induction pack.
Admissions Curriculum SENCO SLT	<i>On receipt of PX overview</i> <b>Meeting</b> to arrange admission (grouping, timetabling, assessment , professional support).



Who is involved	DAY 6-10 ASSESSMENT
Admissions	Meeting with child/family.
SENCO/RIn LM	<b>Baseline and EW assessment testing/WRAT4</b> processes.
SENCO	Sharing of <b>IEP</b> .
LM's	Induction pack completion.
Curriculum	Timetable issued, including any alternative provision/transport arrangements.
Admissions Carers	Discussion around likely placement for future, with named destination desirable <b>CA1 if appropriate</b> (input from K. Clegg).
Admissions	Basic <b>PP and RA</b> from meetings, <b>PX overview</b> and SENCO/LM feedback.

Who is involved	DAY 11-15 INDUCTION
LM	Phased Induction (LM to supervise).

Who is involved	DAY 41-45 PLACEMENT SUCCESS
Admissions SLT TUTOR LM	Review meeting to assess placement success.
LM	Meet with pupil to review <b>EW assessment and targets</b>
Admissions	Meet with carers to update on placement success.