

**Hillcrest Glebedale School  
Referrals and Admissions Policy**



*This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.*

Local Procedures Owner: Karen Caswell

Issue date: March 2018  
Review date: March 2019

## **Hillcrest Glebedale School Referrals and Admissions Policy**

This policy has been updated to reflect the changes legislation 'Special educational needs and disability code of practice: 0 to 25 years Statutory guidance for organisations who work with and support children and young people with special educational needs and disabilities, with particular reference to changes towards Education Health and Care Plans (EHCP).

Hillcrest Glebedale School is an independent day special school for up to 30 pupils aged 7 to 19 years, who have social, emotional, mental health and other difficulties or needs. The school will admit children with a Statement of Special Educational Needs or EHCP, in whose statement the school is named, and where there is a place. Places are also available for pupils without SEN statements or EHCP where it is deemed that the school is able to meet needs.

Referrals are usually made by Local Authorities or Social Services and can be made at any point during the academic year through direct contact with the school.

### **Admission Criteria**

The admission arrangements are determined by Hillcrest Children's Services in conjunction with the Head Teacher of Hillcrest Glebedale School.

The published admission number (PAN) for Hillcrest Glebedale School is 30.

Following referral, all information about a prospective student will be considered before deciding if their needs can be met by the school. Factors taken in to account, include the following criteria:

1. Children who are in the care of a Local Authority or are provided with accommodation by that Authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.) Off-site, local residential care can be provided by Hillcrest Children's Services, to accommodate students who cannot remain within their home Local Authority.

2. The school will admit a student whose final Statement of Special Educational Needs/EHCP names the school, *with our prior agreement*.

Hillcrest Glebedale School tries to ensure that students are placed as quickly as possible once a place has been offered. At the time of receiving an offer of a school place parents/ carers will be advised of the process for starting school.

### **Admissions Procedures**

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the young person. Information sought should include:

- young person's name;
- age and date of birth;
- ethnic background, cultural needs, religious needs/persuasion;

- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;
- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the young person's needs;
- the name, address and telephone number of the young person's case accountable social worker (if applicable);
- the young person's legal status;
- the young person's and their family's social history;
- any special issues e.g., restriction of contact, child protection and
- criminal history (if any) and whether any existing criminal proceeding are outstanding.

The information provided will assist the Headteacher in their assessment as to whether a school placement is viable and appropriate. The Head will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics.

Where applicable and in line with Children's Homes (England) Regulations 2015, the Registered Person will ensure that children are admitted to the home only if their needs are within the range of needs of children for whom it is intended that the home is to provide care and accommodation, as set out in the home's statement of purpose.

### **The Admissions Register**

The young person's details need to be entered into the school admissions register and accompanying information filed. This gives particular information about pupils who are currently registered as attending our school. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, the admission register will contain:

- Name (inc middle names) Surname First
- Date of Birth
- Year Group

- Gender
- Ethnicity
- Name and Address of all with PR
- Parent/Carer with whom learner resides
- Emergency Contact Numbers (Social Worker)
- SEN Y/N
- LAC Y/N
- EAL Y/N
- Pupil Premium
- LA - Funded
- LA - Referred
- Date of Admission
- Previous School & Leaving Date
- Any Readmission Date
- Leaving Date
- An indication of boarding/care order or day attendance (external placements)

### **Legislation**

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2010).

This policy is reviewed annually by the governing body.

Signed (Head teacher):

Signed (Chair of Governors):