



Admissions Policy

Approved: September 2015

Review Date: September 2016

This policy links with the schools 'Admission and Induction Procedures' which is reviewed on an annual basis.

The Kingsmead School is a fully integrated provision which includes an 80 place special school for pupils with behavioural, emotional and social difficulties (BESD) and the secondary Pupil Referral Unit (PRU) for Derby City. The school provides a range of educational programmes supporting students of secondary age who are Derby City residents and are not able to access education through mainstream schools.

The Kingsmead School is multi-sited and offers high quality educational experiences to meet a range of needs.

The Kingsmead School 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 The Kingsmead School 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.

Currently The Kingsmead School is able to offer:

- Up to 80 places within the Special School for students with statements of special educational need or for assessment pending a statement.
- Up to 80 FTE places on a range of programmes for Key Stage 3 and 4 students who are permanently excluded, at risk of permanent exclusion from their mainstream schools or are positively referred for alternative provision through the Secondary Placement Panel (SPP). Pupils may be placed on the roll of the PRU or be on a shared roll with another school.
- The school also provides part-time placements within the J16 programme which can be accessed by schools through SPP. These students remain on the role of the referring school.

The provision offered by The Kingsmead School has been agreed by the local authority, including the SEN section and all city secondary schools through an agreement with Schools Forum and a Service level Agreement with the Local Authority. Admissions to the PRU are supported and managed through the In Year Fair Access Protocols and Procedures. (Appendix 1)

ADMISSIONS CRITERIA

Special School:

- Pupils with identified Social Emotional and Mental Health Difficulties whose needs can best be met through the stability of a long term placement in a special school.
- Pupils with identified Social Emotional and Mental Health Difficulties where placement at mainstream school has broken down and a placement at The Kingsmead School can facilitate further assessment.

Only in exceptional circumstances will pupils be referred with low learning levels. Other special school facilities in the city can better meet the needs of pupils with these needs.

Pupil Referral Unit:

- Pupils permanently excluded from mainstream school
- Pupils at risk of permanent exclusion and directed to AP by their current school
- 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 (IYFA -Hard to Place)
- Pupils positively referred for alternative provision on either a full-time or part-time basis through J16

APPLICATIONS/REFERRALS

Special School

All applications for places on the Special School roll or for assessment places within the Special School will come through Derby City SEN section

Formal applications are made through the SEN department by sending through the background papers for each student to the Head teacher and Chair of Governors of The Kingsmead School.

The Kingsmead School will reply to the SEN department within 15 working days to either offer an interview, request additional information or to give grounds if unable to offer an interview or a place.

A decision regarding offer of a place will then be made within 7 working days following interview.

The SEN department may make applications for students who are undergoing statutory assessment but for who the process of issuing a statement has not yet been finalised. In these cases the student will be treated as statemented for purposes of numbers on roll.

Students who were initially referred to the PRU may, either following a period of assessment or once identified as requiring assessment, be transferred to the roll of the Special School if it is decided that their needs can be best met through a longer term placement via the Special School. In such cases the usual LA procedures will be followed and the appropriate consultation with parents and professionals will be completed in line with the SEND Code of Practice.

Pupil Referral Unit:

All applications for places on the PRU roll will be managed through the Secondary Placement Panel.

The Kingsmead School, through its PRU function, 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.

In addition the school offers short/medium or longer term placements via the PRU to pupils who are considered to be at serious risk of exclusion or as an alternative to exclusion.

Application for places is normally made through the local authorities SPP

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

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

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

PLACEMENTS

The Head of The Kingsmead School 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 alternative placements, an agreement will be drawn up between the referring school and The Kingsmead School. 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 via the Standards Committee.

Once a placement is agreed all students will attend a planned induction programme for up to 3 weeks. This may be a part-time programme to facilitate a range of assessments, including risk assessment where appropriate and to ensure that the student's programme can be best matched to individual need.

The document 'Induction and Assessment Procedures' is reviewed annually and clearly outlines these arrangements.

CAPACITY ISSUES

The Kingsmead 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 more complex needs, 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 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 Headteacher will work with SEN section and the SPP 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 via the Standards Committee.

Guarantees to the LA and Derby City secondary schools – as outlined in the Service Level Agreement

In order to assist the LA to meet its statutory duties and to continue the successful collaboration with mainstream schools in maintaining a low level of permanent exclusion from Derby City secondary schools, The Kingsmead School guarantees to provide the LA and Derby City schools with at least;

- 80 places for statemented pupils/assessment places with SEBD
- 80 PRU places across KS3/4

Any additional places above the 160 PAN will not be accepted unless they are supported by appropriate funding agreements.

The arrangements for this will be outlined in the Service Level Agreement agreed between the LA and the Governing Body of The Kingsmead School.

EXCEPTIONS:

Hospital/Medical Provision

A separate policy exists to cover all referrals for hospital and medical provision. The Hospital Schoolroom, based on Puffin Ward at the Derby Royal enables pupils between the ages of 5 and 16 with medical conditions receiving treatment through

the hospital to access education in the schoolroom. Young people from both within Derby City and from other authorities may access this provision whilst they are in-patients. Following discharge on going provision is generally only made for young people who are residents in Derby City.

Enhanced Care Provision

A separate policy exists to cover referrals to ECP, a multi-agency provision to support the education of LAC pupils resident in Derby City Children's Homes.

COMPLAINTS PROCEDURE

Any complaints regarding this policy should be addressed to the Chair of Governors for consideration by the complaints sub committee of the full Governing Body.