


Date approved	July 2022	Approved by	Resources
Review cycle	1 year	Signature	
Date for review	July 2023	Author	Executive Headteacher

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

1. Scope

1.1 This policy applies to all stakeholders involved with Kingsmead School and Newton's Walk

2. Principles

2.1 Kingsmead and Newton's Walk (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT AND SHINE. We will explore reasonable adjustments in applying this procedure to employees with a disability.

3. Rationale

3.1 The Kingsmead School is a provision which includes a 90-place special school for pupils with social, emotional and mental health difficulties (SEMH) and an 80 place secondary Pupil Referral Unit (PRU) for Derby City who are permanently excluded who live in Derby City or have been referred by the mainstream school for an Alternative Provision place. The Kingsmead School (PRU) also offers Hospital Medical tuition for Derby City children requiring this support.

3.2 Newton's Walk Pupil Referral Unit (PRU) is a primary provision for pupils with Social, Emotional and Mental Health difficulties (SEMH) but only those who have been permanently excluded and who live in Derby City. Newton's Walk is funded to provide up to 40 places.

3.3 The School aim to ensure that all pupils have access to an appropriate curriculum to ensure they achieve their potential and are not disadvantaged in comparison to their peers accessing education in mainstream settings. Each student will have an individual learning target. Pupils accessing longer term educational programmes at The Kingsmead School will follow a range of accredited courses. Each pupil at Kingsmead will have an individual educational plan and a clear transition plan to support them into post 16 provision.

3.4 The provision offered by Kingsmead School and Newton's Walk is made through a Service Level Agreement with The Kingsmead School and has been agreed by the Local Authority (LA) and all city schools through an agreement with Schools Forum.

3.5 Currently the Kingsmead School is able to offer:

- Up to 90 places within the Special School for pupils in receipt of (or pending) an Educational Health and Care Plan (EHCP)
- Up to 80 FTE places on a range of programmes for Key Stage 3 and 4 pupils 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 roll of the PRU or be on a shared roll with another school.
- Up to 30 places at Hospital Medical provision on a variety of single and dual register placements
- The school also provides part-time placements within the J16 programme which can be accessed by schools through SPP. These pupils remain on the roll of the referring school.

3.6 Currently Newton's Walk is able to offer:

- Up to 40 FTE places on a range of programmes for Key Stage 1 and 2 pupils who are permanently excluded

3.7 Admissions to the PRU at Newton's Walk and Kingsmead are supported through the In Year Fair Access Protocols and Procedures.

4. Admissions Criteria

4.1 For Kingsmead 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 and have an EHCP.
- 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.

4.2 For Kingsmead Pupil Referral Unit:

- Pupils permanently excluded from mainstream school
- Pupils at risk of permanent exclusion and directed to Alternative Provision 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 -Supported Placements)
- Pupils positively referred for alternative provision on either a full-time or part-time basis through J16

4.3 For Newton's Walk Pupil Referral Unit:

- Pupils permanently excluded from mainstream 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.

Where existing pupils have Newton's Walk named on a child's EHCP then placement will be agreed via the usual consultation processes through the SEND Service.

4.4 For Hospital Medical Pupil Referral Unit:

This is inline with the Derby City Councils policy *Ensuring a good education for children who cannot attend school because of health needs*. Placements will not be arranged outside of this policy

4.5 Day 6:

Kingsmead School and Newton's Walk supports the LA to fulfil its statutory duties by providing education for permanently excluded pupils from day six following a permanent exclusion at all key stages

4.5 Equalities

Kingsmead and Newton's Walk will admit any child who fit the criteria for the school and will not discriminate based on protected characteristics

5. APPLICATIONS/REFERRALS- PROCESS

5.1 Kingsmead Special School

5.1.1 All applications for places on the Special School roll or for assessment places within the Special School will come through Derby City SEND Service

Formal applications are made through the SEND Department by sending through the background papers for each pupil to the Head teacher and Chair of Governors of The Kingsmead School.

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

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

5.1.4 The SEND department may make applications for pupils who are undergoing statutory assessment but for who the process of issuing an EHCP has not yet been finalised. In these cases, the pupils will be treated as if they have an EHCP for purposes of numbers on roll.

5.1.5 Pupils who were initially referred to the PRU may, either following a period of assessment or once identified as requiring assessment, be transferred onto 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.

5.2 Pupil Referral Unit:

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

5.2.2 The Executive Headteacher of The Kingsmead School and Newton's Walk has responsibility for allocating provision for referrals that meet the admissions criteria.

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

5.2.4 In the case of alternative placements (for Kingsmead School Only), 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.

5.2.5 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.

5.2.6 Once a placement is agreed all pupils will attend a planned induction programme for up to 3 weeks. All new pupils receive an initial visit with parents/carers. They will usually enter on a part-time programme to facilitate a range of assessments and to ensure that the pupil's program can be best matched to individual need.

6. Guarantees to the LA and Derby City primary schools – as outlined in the Service Level Agreement

6.1 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 and Newton's Walk guarantees to provide the LA and Derby City schools with at least;

- 90 places for pupils/assessment places with SEMH named on their EHCP
- 80 PRU places across KS3/4
- 40 PRU places across KS1/2

6.2 Any additional places above this number will not be accepted unless they are supported by appropriate funding agreements.

6.3 The arrangements for this will be outlined in the Service Level Agreement jointly approved and signed between the LA and the Governing Body of The Kingsmead School/Newton's Walk.

7. Exceptions:

7.1 Hospital/Medical Provision

Hospital provision on the Childrens' wards at Derby Royal enables pupils between the ages of 5 and 16, with medical conditions receiving treatment through the hospital, to access education as appropriate to their needs. Young people from both within Derby City and from other authorities may access this provision whilst they are in-patients. Following discharge, ongoing provision is generally only made for young people who are residents in Derby City.

7.2 Enhanced Care Provision

Referrals to ECP can be made from multiple agencies to support the education of LAC pupil's resident in Derby City Children's Homes.

8. Complaints Procedure

Any complaints regarding this policy should be addressed to the Chair of Governors for consideration.