



Rivermead

Together on the road to success

ADMISSIONS POLICY

Reviewed Yearly

Signed _____

Date _____

REVIEW DATE: March 2018

Admission Policy

POLICY ON ADMISSION TO RIVERMEAD

Pupils whose education has been disrupted through illness or injury are entitled to support from Rivermead. The responsibility for the learner's education remains with the school at which the learner is on roll, to ensure continuity in the curriculum. External examinations, including GCSEs and SATs, are used throughout to accredit learners' work. The emphasis on continuing learning applies equally to children with life-threatening or terminal illnesses, who also have a right to education suited to their age, ability, needs and health at the time.

Support is provided when:

- A child is in hospital
- There is medical advice that an absence from school due to illness or an injury is likely to last for more than 15 school days
- A child suffers from a medical condition which leads to regular or intermittent absence from school over long periods
- A child has a statement of special educational needs on medical grounds only
- Tier 3 CAMHS advises that a learner is unable to attend school due to a psychiatric condition
- School staff (at the child's home school) need advice on meeting the needs of an ill or injured child.

Aim

The aim of Rivermead is to reintegrate these learners back into full-time education at their enrolled school at the earliest possible opportunity, whilst ensuring the reintegration is in line with the learner's capabilities and any support mechanisms are in place.

Where learners with complex needs are admitted during Key Stage 4 the agreed aim may be to plan reintegration into post -16 education.

In order to achieve this, the school works closely with our partners including parents, the Home School, Medway Youth Trust and post-16 provisions such as school sixth forms and Mid Kent College.

Provision

Tuition is provided by Rivermead and operates on a split site comprising the Medway Hospital and Forge Lane, Gillingham,

Most learners are educated at one of these sites although some learners receive home tuition due to their individual needs.

Referral to Rivermead

Referral, with parent/carer's permission, must originate from the learner's school.

Parents are not able to refer their child themselves for admission to Rivermead.

Any child, whilst an in-patient at Medway Maritime Hospital, either through an accident or a planned admission, is entitled to tuition via Rivermead. If the child lives in another Authority outside Medway Council Rivermead must inform the Medway Council Education Office for inter-Authority recoupment purposes.

Full details of admission procedures can be found in Appendix 1

Action required to initiate referral

If a school is concerned about a learner:

- with potentially long-term sickness or recurrent bouts of chronic sickness leading to extensive periods of absence, or
- who, due to their mental condition, is receiving treatment/therapy at Tier 3 CAMHS, or

and the school can demonstrate that it has taken all possible steps to address or respond to the situation but without success, then the school should complete a Referral Form (available from the school office at Rivermead, Forge Lane, Gillingham ME7 1UG Tel: 01634 338348 Fax: 01634 338347

email: office@rivermead.medway.sch.uk) and return this, with appropriate evidence, to the Headteacher of Rivermead.

The Home School retains the funding for the learner and will remain responsible for:

- Ensuring that, where appropriate, half-termly work plans are available in all National Curriculum subjects which the learner would normally be studying. Successful reintegration will only be possible if the child feels confident that they have covered a similar programme of work to their peer group
- Examination entry fees
- Where appropriate the loan of resource materials essential for a course of study
- Making arrangements for SATs
- Assessment of coursework
- Work experience placements or the funding of placements arranged through MEBP
- Informing all other agencies of any alterations to the agreed plan of action.

Should the Home School fail to do this then Rivermead has the discretion to recharge the Home School for any costs incurred to enable the education of the learner to be maintained.

Rivermead becomes responsible for:

- The delivery of a broad and balanced curriculum
- Sending a monthly report to the school outlining the learner's progress and achievements
- Working with the AAP assigned to Rivermead, who will enact the agreed procedures to ensure good attendance.
- Completing accurate attendance records which will be sent to the school on a monthly basis
- Implementing the agreed programme of reintegration
- Attending review meetings

Referral by other Agencies

All other agencies that are concerned about the welfare of a particular learner and consider a period of education in Rivermead would be appropriate should make contact with the home school to discuss their concerns. It is possible that the home school may already be addressing these issues or, alternatively, may decide to refer.

Withdrawal of Tuition

Where the learner is still on another school's roll, tuition will cease until a further meeting is convened to establish a way forward when:

- A learner's behaviour poses a health and safety risk to themselves or others
- A learner fails to attend or make themselves available for tuition on a regular basis without production of an appropriate medical certificate or having a valid reason for absence as determined by the Rivermead Headteacher
- A learner ceases to follow a therapeutic programme recommended by any other agency as part of a rehabilitation and reintegration package. Isolated tuition sessions do not in themselves support a programme of reintegration, nor can they give the learner sufficient confidence to ensure a successful return to school.
- If an adult (parent or carer) is not available within the home when individual tuition is provided.

Anyone wishing to appeal against the decision to withdraw tuition should in the first instance put an appeal in writing to the Headteacher of Rivermead. A second appeal to the Chair of Governors of Rivermead would be possible.

Exclusions

Where the learner is on roll solely at Rivermead, the statutory procedures will apply for both fixed and permanent exclusions.

The following information outlines the procedure for referral to Rivermead. Please take time to familiarise yourself with the process and the referral form as we will be unable to process an incomplete referral.

Referral Form

Use the attached form for all referrals and complete **all** relevant sections. It is essential that we receive a full account of the child's needs **and** what you have done to address these needs as well as full details of all the professionals involved. Please also check that you have attached all essential documentation and complete the checklist on the final page of the referral form.

Most of referrals should be accompanied by minutes of a CAF as the nature of the needs of most learners would require a multi-agency approach. If a CAF has not been completed please explain why this is the case.

All referrals should be discussed with parents before they are forwarded to the school. The form asks you to confirm that the parent/carer supports the referral.

Referrals should be posted to: Mrs S Ribbon
Assistant Headteacher of Therapy
Rivermead School
Forge Lane
Gillingham
Kent ME7 1UG

Referrals should always be made by the school. Other professionals can contribute to the referral through the school.

Supporting Documentation

All referrals must be accompanied by medical evidence. It will not be enough to attach a permission slip for Rivermead to seek medical evidence. You will no longer need to attach a parental permission slip as we will issue our own if the learner is given a place at Rivermead.

Medical evidence must come from a specialist doctor and should relate directly to the learner's ability to access education in your school. You must not assume that a letter of diagnosis is evidence in itself that a child should come to Rivermead. Many young people with a medical diagnosis are able to access education in a mainstream school. Parental reports that a child cannot access school should always have supporting documentation.

A letter from a G.P. is rarely sufficient for referral to Rivermead as the type of serious conditions that would prevent a child from attending mainstream school for a long period would be under the care of a hospital consultant.

Referrals of learners with SEN should include a copy of the most recent IEP and the most recent IEP review. In addition, for learners with a Statement of SEN, a copy of the statement and the most recent Annual Review should be attached.

Information about the support of learners with identified behavioural difficulties should be included. If the learner has been provided with additional support from a PRU, the Onside Project or other agencies in the past three years details should be included.

If the referred learner has been subject to a fixed term or permanent exclusion in the past three years details of this should be included along with details of support plans put in place following exclusion.

In addition to a copy of the CAF any minutes of other relevant meetings should be attached to the referral. Any additional relevant copies of letters, e mails or notes should also be attached.

The aim is not to produce an unwieldy set of documentation but to provide well chosen evidence to support the referral and to ensure efficiency and fairness at the initial stages of decision making.

Learners referred to CAMHS

Rivermead will accept referrals of learners already referred to CAMHS even if treatment has not yet begun. We will however require evidence that the case has been accepted for tier 3 or 4 intervention (Canada House or Gatland House). Cases accepted for tier 2 intervention will not meet the criteria for Rivermead School.

If you are unable to provide a written report from a CAMHS professional at this stage please attach a copy of the CAMHS referral or other documentation providing full details of the needs that have led to the referral.

Please note that learners whose main presenting problem is behavioural are not an appropriate referral and should more properly be referred for behavioural support from a specialist provider.

What happens when the referral is received by Rivermead?

1. As soon as the referral is received we will acknowledge its receipt in writing. (Letter of receipt posted not later than the end of the second working day after receipt)
2. An initial check will confirm that the referral is complete. If it is incomplete it will be returned to the referrer for completion.
3. Each complete referral will be considered carefully and if it appears to meet the criteria for support an invitation will be sent to the named contact at the referring school to attend a referral panel meeting at Rivermead School.

The Referral Panel Meeting

The referral panel meeting takes place at Rivermead on a fortnightly basis. The purpose of the panel meeting is to determine whether it is appropriate for Rivermead to offer support to the individual referred by the school and, following agreement that the referral is appropriate, to:

- Agree what form support will take.
- Agree a shared plan to support the learner with clear responsibilities for both the mainstream school and Rivermead School.
- Where a learner is offered a six week assessment placement at our Forge Lane site we will agree a date for a preliminary visit by the learner, their parent/carer and a representative from the referring school.
- Agree a review date.

The Head of Therapy or Assistant Headteacher of Rivermead will chair each meeting. The meeting is attended by the Head of Therapy Assistant Headteacher, who is responsible for the pastoral care and SEN provision for our learners.

The referring school should be represented at the meeting by the member of staff who will coordinate all the joint work between their school and Rivermead leading to the learner's successful transition back into a mainstream setting. The representative would normally, but might not always be, the school's named contact for links with Rivermead. The representative should have the authority to make agreements about the steps to be taken to support the learner, including planning shared timetables and staged reintegration packages. Should they choose to do so, the school may send more than one member of staff to the meeting.

The referring school may feel that it would be helpful to invite other professionals to attend the panel meeting. If the school wishes to invite another professional to the meeting it may do so but Rivermead School should be informed of additional invitees.

Parents and learners do not attend panel meetings. In no circumstances should referring schools invite them to attend.

What happens after support has been offered?

Offers of support will always be time-limited and related to agreed targets.

All offers of education at Rivermead School will initially be for six weeks only, during which time an assessment of needs can be made in preparation for a review and planning meeting. The first review will include discussions about the appropriateness of the placement and the meeting will make a decision about whether it will continue and for how long. If it is considered necessary by those involved in the six week review of learners who have been accepted for treatment by CAMHS but are awaiting intervention, the assessment period will be extended until CAMHS advice informs further decision making.

Outreach Support

When outreach support is offered the agreed actions will take place within the timeframe set at the meeting.

Education at Rivermead School

When a place at Rivermead School is offered, the referring school should contact the learner and their parent/carer to inform them of the offer and invite them to visit Rivermead School, along with the mainstream school representative, on the date agreed at the panel meeting.

During the visit the support plan agreed by the panel will be introduced to the learner and their parent/carer. There will be a tour of the school and the visitors will receive information about the school and have an opportunity to ask questions. They will meet the Headteacher or Assistant Headteacher and their Form Tutor.

The learner and their parent will be formerly offered a placement within the agreed terms and at this point if they accept the placement a start date will be given and initial targets will be agreed. The targets will be reviewed at the first review meeting.

The aim of all provision at Rivermead is to prepare for reintegration and all planning will be aimed at moving towards this.

Long-term placements cannot be offered to any learner unless a Statement of SEN names Rivermead as the appropriate school. The assumption therefore is that if a child's needs are not of a severe and long-term nature sufficient to merit a Statement of SEN it is appropriate that they should be educated in a mainstream setting and all provision will be aimed at reintegration.

If a learner who is not statemented requires a permanent placement in a specialist provision the referring school should initiate the statementing procedure. **Placement at Rivermead does not represent an alternative to the statementing process.**

Outreach Support to a learner who is seriously ill or recovering from serious illness at home

In exceptional cases support is offered without a prior referral from the mainstream school. This occurs when the child has been hospitalised and on discharge medical staff advise that it will be impossible for the child to return to school for a period of more than 15 school days.

In these circumstances the discharging Hospital and/or the Medway Homecare Team will contact Rivermead to request home tuition. Rivermead will respond by offering home tuition for the learner directly to the parent/carer.

When home tuition is offered Rivermead School will contact the School with a request for information about the learner's attainment and other relevant details. The Home School will also be required to identify a lead member of staff who will liaise regularly with the Rivermead tutor to ensure that the work undertaken at home is in line with the Home School's curriculum and that some form of social contact is maintained between the learner and her/his classmates. At the first meeting between the school representative and the Rivermead tutor, the responsibilities of both schools will be agreed and recorded. A signed copy of the agreement will be held by both schools. The agreement will be referred back to at all subsequent reviews.

Educational Healthcare Plan (EHCP)/Statemented Learners

Most statemented learners are referred to Rivermead by the normal SEN process directly from the D.M.G. Such referrals are dealt with using the normal Medway processes.

If a school refers a statemented child directly it will initially be dealt with using the same arrangements as are used for all school referrals. However, if it becomes clear that the learner's needs require a long-term placement, an Annual Review will be required and the D.M.G. must support the recommendation that the learner should be placed in Rivermead. In such circumstances the learner will be removed from the referring school's roll and placed on Rivermead's roll.

Without a D.M.G. decision in favour of permanent placement at Rivermead work will proceed to reintegrate the learner.

Parents can express a place in year 5 by initially raising the preference of Rivermead (if they should so wish) at an Annual Review. Preference can also be raised using the Secondary Transfer form (TSE1) naming Rivermead as a choice. Applications are then submitted and discussed at a Secondary Special Panel meeting to ascertain whether your child meets the criteria of the named school. Following this meeting the Local Authority will inform you what school your child has been placed with.

What happens when the placement at the referring school has broken down irretrievably?

Should it be impossible to plan reintegration to the referring school, placement will be offered at Rivermead on the condition that transfer to another school roll is arranged. The placement will not continue if no partner school for reintegration is in place. The referring school should use the Medway casual admissions process to facilitate transfer to an alternative school.

Admission/Support Request

Learner Details				
Name				
Date of Birth		N.C. Year		U.P.N.
Address				
Parents/Carers				
Contact Telephone	Home		Mobile	
Ethnicity			Religion	
Statement of SEN	Yes / No		L.A.C. Yes / No	

Referrer Details		
School Name		
Address		
Telephone		Fax
email		
Name of Referrer		
Position		
Date of Referral		

Reason for referral:

Please tick appropriate box

Absence from school due to illness or an injury is likely to last for more than 15 school days <i>Attach medical evidence that the learner is unable to attend school provided by the Consultant holding the case</i>	
Medical condition which leads to regular or intermittent absence from school over long periods <i>Attach medical evidence of the need for education at Rivermead provided by the Consultant holding the case</i>	

Statement of special educational needs <u>on medical grounds only</u> unable to sustain education in a mainstream setting <i>Referral for placement on these grounds should always be by Annual Review and through the DMG</i>	
Maternity (from week 29 for a maximum of 18 weeks) <i>Attach evidence of the medical need that necessitates removal from the mainstream placement during maternity.</i>	
Psychiatric needs supported by Tier 3 Child and Adolescent Mental Health Services (Canada House or Gatland House) <i>Attach CAMHS advice or evidence that the referral has been accepted by CAMHS tier 3 but not yet allocated</i>	
Advice required on meeting the learner’s medical needs within the school setting	

Maternity referrals need not complete the next 2 questions unless other health matters require placement before week 29 or longer than 18 weeks

Describe the medical condition and provide an outline on its impact on the learner’s education and access to school.

Describe any support that the school has put in place to enable the learner to access education and its impact to date.

National Curriculum

Please state current teacher assessments and the last end of Key Stage assessments

Subject	English	Mathematics	Science
Currently working at:			
Last end of Key Stage _____ assessments:			

Additional Assessment Information

Reading Age		Spelling Age	
CATs	Verbal	Non Verbal	Quantitative
Other Assessments			

Supporting Evidence Checklist

At least one piece of evidence from the list in **red** and all the applicable items in black must be attached to all referrals:

Medical evidence of need for placement at Rivermead from Hospital Consultant	
or	
Medical evidence from the hospital holding the case that the learner is unable to attend school for more than 15 days.	
or	
Evidence of need for placement at Rivermead from a Tier 3 CAMHS professional (Canada House or Gatland House) <u>or</u> evidence that a referral has been accepted by CAMHS tier 3 but not yet allocated.	
or	
Medical Evidence of need that necessitates removal from the mainstream placement during maternity.	
Attendance Record	
Statement of SEN where applicable	
Most recent Annual Review where applicable	
Individual Education Plan where applicable	
CAF documentation and minutes of meetings	
Minutes of other relevant meetings	
Relevant correspondence	
Details of Emotional and Behavioural Needs, EBD support and details of exclusions where applicable	



Chef Executive Head
Mrs T Lovey
Deputy Headteacher
Mrs A Uden
Assistant Headteachers
Mr Graham Sample
Mrs Shelley Ribbon

Rivermead
Forge Lane,
Gillingham,
Kent,
ME7 1UG

Tel: 01634 338348

Fax: 01634 338347

e-mail: office@rivermead.medway.sch.uk

Rivermead Admission Agreement for _____

Support offered:

Initial contact date:

Proposed commencement date:

Review date:

ACTIONS:

Home School:

- Work closely with Rivermead towards reintegration
- Provide schemes of work, materials and work plans suited to _____ needs and abilities. (in English, Maths, Science and ICT initially).
- Assess _____ work and make appropriate exam entries, providing on-going assessment following this to ensure that individual work plans remain appropriate.
- Continue to take overall responsibility for _____ attendance and progress.
- Pay any fees to Medway Council to cover costs as advised by Medway Council.

Rivermead School:

- Provide tuition in our unit (1/2 days) - five days per week.
- Provide support for reintegration from Learning Mentor.
- Report to mainstream school on attendance and progress.
- Attend all relevant meetings.

Parent/Carer:

- Responsible for transport to and from school.
- Ensure regular attendance at Rivermead and all planned integration visits to mainstream.

- Support _____ to follow Rivermead and mainstream codes of conduct and dress code (mainstream school uniform) and to complete academic work set.
 - Attend all meetings and work in partnership with both schools.
 - Ensure _____ attends CAMHS appointments and follows their advice and treatment.
 - Other Agencies:
 - On-going work with CAMHS
-
- Further agency involvement as appropriate via CAF

Learner:

- Attend regularly at both schools as arranged.
- Follow codes of conduct of both schools including dress code.
- Attend all CAMHS appointments and follow advice from them.
- Complete all work set

Agreed by:

School Representative: _____
Date: _____

Rivermead Representative: _____
Date: _____

Other Agency/ies: _____
Date: _____

Date: _____

Parent/Carer: _____
Date: _____

Learner: _____ Date: _____