

ADMISSIONS POLICY

JUNE 2018


ASPIRE
ACADEMY
BEXLEY


ENDEAVOUR
ACADEMY
BEXLEY


HORIZONS
ACADEMY
BEXLEY

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INTRODUCTION

New Horizons is a federation of three academies in Bexley which are part of the London South East Academies Trust (LSEAT). They provide education and support for pupils who present with social, emotional and mental health difficulties, including pupils on the autistic spectrum and those for whom mainstream school is not accessible at that time due to health needs.

Admission into the schools is through different routes, depending on whether the pupil has an Education Health Care Plan (EHCP), is permanently excluded from school or is being referred as a means of “breaking the cycle” of behaviours or is experiencing difficulties in attending their mainstream school due to physical or mental health needs as evidenced through supporting evidence provided by identified health professionals.

No referrals may be made by a parent / carer or other agency as all referrals come through either the referring Local Authority or are made by schools in the Bexley area.

All admissions comply to statutory guidance.

ADMISSION TO ENDEAVOUR ACADEMY AND ASPIRE ACADEMY

Pupils referred to Endeavour and Aspire have, in almost all circumstances, EHCPs which identify social, emotional and mental health needs (SEMH) as the presenting area of difficulty. Many pupils will have other diagnoses and present with multiple areas of need including a high number with autistic spectrum disorders (ASD).

In order to be admitted to either school, pupils will be discussed at the local SEN Panel which meets weekly and then, following the recommendations of the panel and the Case Worker's discussion with parents / carers, referral papers sent to the identified school for consideration. Pupils discussed at the panel may include those from other Local Authorities and those who are within the statutory assessment process but do not yet have an EHCP. In the case of the latter, the placement is an “Observation and Assessment Place” and is for a specified time during which assessment should be completed and re-referral to panel take place for a final decision on placement.

In the majority of cases, pupils accessing Observation and Assessment Places will remain at one of the two schools. Any child accessing an assessment and observation place at one of the two SEMH schools must have this identified through the Bexley SEN Panel and top up funding agreed as on Band B pending final outcome of the assessment.

Decisions over the offer of a place will be based on the following:

- SEMH is the primary presenting need (communication and language difficulties / ASD are often co-presenting).
- There is space in the appropriate year group or key stage or the school is able to adapt classes to match the ability and needs of the pupil to the group.
- The child / young person would benefit from the placement and it is the best fit for their needs as determined by the referral information, parent / carer visit and meeting with the child.
- There is no increased risk which cannot be managed by the school to the other pupils or to the pupil themselves indicated by wider professional information sharing.

- The child would benefit from an Observation and Assessment place as there is clear evidence that the assessment process is likely to identify a specialist SEMH provision and the child is at serious risk of permanent exclusion due to their presenting SEN needs in mainstream school.

Where pupils are referred to the schools by other boroughs / local authorities, the schools will direct the referrer to the Bexley SEN Panel for transparency. Only referrals through the Bexley SEN Panel are considered but top up funding is only set by the Bexley SEN Panel for in-borough pupils with out of borough pupil top up determined under the Charging Policy of New Horizons hub.

ADMISSION TO HORIZONS ACADEMY BEXLEY

Horizons Academy is an all-through alternative provision academy whereby admission is outlined in the ESFA School Funding Agreement. Admission to Horizons is through:

- Permanent exclusion of a pupil of statutory school age who resides within Bexley and is excluded from either a Bexley or neighbouring authority school. Access is based on home address rather than the location of the excluding school.
- Referral through the fortnightly Referrals Meeting whereby schools can seek time limited placements for pupils at risk of exclusion either with the consent of the parent / carer or through direction to off site provision to improve behaviour on a temporary basis (parental consent is not required in this case).
- Referral for temporary educational provision for pupils with medical needs which prevent them from attending their home school (supported by CAMHS and / or medical consultant) where the pupil has been out of school for 15 days or more (Statutory Guidance on Supporting Pupils with Medical Needs in Schools – December 2015).

Where a pupil is permanently excluded, they are placed on the roll of the school as single roll. Where a pupil is accessing a time limited placement or has not been permanently excluded (including Medical Needs), the pupil remains on both their home school and Horizons roll for the duration. Horizons Academy is recorded as subsidiary. Schools may not remove a pupil from their roll as this would constitute an unlawful exclusion in all cases unless the pupil has been permanently excluded and no appeal has been upheld. During the appeal period following an exclusion, the pupils remains on the roll of the excluding school for 15 days pending any appeal or hearing.

Pupils with EHCPs cannot have Horizons Academy named as the school within their EHCP. Alternative provision academies and pupil referral units should not be named on any EHCP as long term single roll schools as this is not their purpose and they are not set up to meet the longer term needs of pupils with SEN who require specialist placements. In exceptional circumstances where a KS4 pupil is assessed and gains an EHCP but is settled and achieving well at Horizons and a place can be offered at Endeavour Academy, the pupil may be placed on the roll of Endeavour (who will be in receipt of the place and top up funding) but receive the majority of their education at Horizons with specialist input from the Endeavour SENCO through the Endeavour intervention menu.

Where a pupil is referred to the academy due to a medical condition, written evidence of support must be supplied by the home school from either CAMHS with whom the pupil must be engaging or from a medical consultant. The emphasis from the outset is on professionals working

collaboratively to support the pupil back to school and, for this reason, the professionals meeting is the first stage in the induction process and a reintegration plan is created and reviewed throughout the placement. Young people benefit most from being amongst their peers and studying the full curriculum offered by their home school, therefore it is always the intention to remove young people from their home school for as minimal a time as possible and to support with their re- integration.

In order for a referral to be considered for access to Horizons Academy, the referring school must provide all relevant information as requested on the referral form along with an up to date risk assessment. All referrals must be received by the Friday before the Monday Referrals Meeting for scrutiny and follow up in order that decisions can be made with full information during the meeting, thus preventing any delay in offer of a placement. Where full information is not received, the place may be offered subject to conditions being met as agreed at the Referrals Meeting. Schools are encouraged to send representatives to put forward their cases in person as this is helpful in addressing any gaps in information or understanding about the rationale for referral. Feedback on decisions made is given in writing and by phone within 48 hours of the meeting taking place.

Schools outside of Bexley may refer for time limited placements which are charged in line with the New Horizons Charging Policy on a daily basis.

In the case of a permanent exclusion, it is the responsibility of the excluding school to complete the referral form and risk assessment immediately to ensure that the pupil is in school at Horizons by day 6 following permanent exclusion. The Local Authority will be contacted where schools have failed to provide information in the appropriate timescales.

The Referral Panel at Horizons also considers alternatives to placement including outreach support, training for schools and advice / guidance where appropriate. Keeping children in their home school or reintegrating children back to school is the key purpose of the alternative provision academy. Longer term solutions are only offered for pupils in Key Stage 4 (during Year 9 and til February of Year 11) where continued reintegration is unlikely to be successful, the pupil does not present as needing assessment through the EHCP process and the parent / carer is in agreement with the placement and has provided evidence of this through accepting the terms and conditions of placement.

DOCUMENT REVISION

Date	Who	Description