

# ADMISSIONS PROCEDURE

## REFERRAL TO THE SKILLS HUB

Referrals may be made for:

1. Children who have been permanently excluded from mainstream schools
2. Children who are at serious risk of being permanently excluded from mainstream schools
3. Children with a troubled educational history who have recently arrived in Hillingdon Borough and who cannot be placed immediately in a school
4. Children with SEN where a school placement is under review or consultation or where an assessment is required to confirm suitable provision.
5. Children with a medical diagnosis and prognosis in which they are unable to attend school.
6. Children new to the Hillingdon Borough who are without a school place within two weeks. This is an exceptional arrangement with Hillingdon Local Authority.

## ROLE OF THE SKILLS HUB

The role of The Skills Hub is to provide full-time education for children as an interim arrangement while appropriate substantive placements are being secured or a child is deemed ready to return to their mainstream school (ideally, an interim placement should be expected to last for no more than 12 weeks with a review after 6 weeks; the review, however, may result in an extension to the interim period with further reviews as necessary)

## REFERRAL PROCESS

### Permanently excluded students

Permanently excluded students are entitled to receive full time provision on the 6<sup>th</sup> day following on from the Headteacher's decision to permanently exclude.

The referral process for all admissions to TSH is managed via the 'Triage Panel'.

All children who have been permanently excluded should be referred by the excluding school or Hillingdon Borough's Access Officer so that provision can be made available to the child on the 6th day of exclusion pending the outcome of the Governing Body's hearing.

If the Headteacher is concerned that immediate admission may not be appropriate on health and safety grounds they will carry out a risk assessment and liaise with the Triage Panel so that appropriate action can be taken to reduce the assessed risks to acceptable levels. In exceptional cases it may be considered that the levels of risks cannot be reduced to acceptable levels that would enable the child to be admitted

TSH – in such situations the Triage Panel will work together to find appropriate provision for the child.

The Headteacher will determine the appropriate admission process in accordance with the needs of the referred child and in accordance with the requirement to provide access to full-time education for permanently excluded students.

### Students at risk of exclusion

Children who are at serious risk of permanent exclusion and need to be considered for admission to TSH should be referred to Triage Panel before the start of a half term and should remain on their school roll.

The process is as follows:

1. The school contacts TSH to alert TSH that a student has behaved in such a way as to make their position at school untenable. Mostly this has been direct contact between the Headteacher of the school and the Headteacher at TSH either via phone or email.
2. The school completes a referral form and submits it before the start of a half term.
3. The referral is discussed by the Triage Panel and they decide whether or not a 'Tools 4 School' placement is suitable.
4. An admissions meeting is arranged by TSH with the child and their parents/carers. At this point the school will already have discussed with the parents and child the issues that have arisen and why a move away from the school is now required.
5. A review meeting is then arranged for the school, parents and child back at TSH within 6 weeks. At this meeting it may be decided that a further 6 weeks at TSH is necessary or the child is ready to return to the school with support.

### Students with medical needs

Children who are not able to attend school due to a medical diagnosis and prognosis will receive one to one tuition in the home or local library.

The process is as follows:

1. The sending school contacts TSH to alert TSH that a student is unable to attend school due to a medical issue.
2. The sending school completes a referral form which most include a diagnosis and prognosis from a medical professional.
3. The referral is discussed at the Triage Panel.
4. Parents are contacted to arrange the student's timetable and a Risk Assessment of the home if necessary.

### Children with Statements or Education Health Care Plans

Children with statements or Education Health Care Plans are permitted admission to TSH in exceptional circumstances, usually via the Pupil Support Team with one to one tuition.