



George Johnson Education Centre

Admissions Policy

Introduction

Specialist Education Support Network (SESN) and its George Johnson Education Centre is a registered Independent School supporting the education and wellbeing of young people aged 14-16 with social, emotional, behavioural and mental health difficulties.

Our students have difficulties accessing mainstream education and therefore require a different perspective on education and more importantly a change in mindset towards their education, abilities and achievements. Our students will also continually receive any intervention from outside agencies and local services to create a centralised supportive framework.

SESN strongly believe that “every child deserves an education” and we are committed to support the child with the difficulties and barriers they face within their education and wellbeing to allow them to move forward independently and strive for success in their life.

Not only do SESN provide the necessary supportive framework around the child, but we also continually support our students through to FE education to create stability, continuity and more sustainable outcomes.

Our admissions and placement offers aim to accommodate the student and their complex needs and at the same time make it accessible and cost effective for the referring body.

Admissions Procedure

SESN offer a variety of placements within its George Johnson Education Centre to support the student as well as the framework around them including their family, current school, the local authority, support services and local agencies.

Where a placement is short term (see SESN Placement Offers, Appendix 1) SESN will work closely with the student’s current school and the local authority with the dominant feature of a short term placement having clear understanding and presumption that the pupil will return to his or her usual school. This will allow us to work with the school and put in effective transitional strategies with the continual support from their allocated Outreach Worker to support the student’s return as well as staff’s understanding of the importance of the continuation of interventions.

Schools are able to seek additional support through our Outreach Support Programme if they require further guidance on isolated issues or on a whole school behaviour strategy.

Our George Johnson Education Centre have 20 full time agreed admission numbers for the year 2020/2021, where pupils will enrol either through our single register or dual register with their host school. This will be the case for all students, unless there are specific safeguarding, health and safety or personal issues, which will prevent the student from accessing this site.

We believe that ‘every child deserves an education’ and our aim is not to refuse any young person the support they need. SESN will however first offer placements to referrals in date order. SESN reserve the right to over right this where a Looked After Child (see appendix 2) or Child In Need requires an Urgent Placement. This also includes the admission of pupils with statements of Special

Educational Needs/Education Health Care Plans where SESN is named on the statement. Where several referrals have been made within the same time we will prioritise based on each individual needs and circumstances and address any likely issues with group dynamics. This will be discussed during consultation meetings and panel meetings with the school and local authority in the aim to do what is best for each young person.

SESN will participate fully with the Lincolnshire local authority's Fair Access Protocol, which makes sure unplaced children, especially the most vulnerable are offered a place as quickly as possible.

(The child's residential address or their school's address has no impact or reflection on the referral or admission procedure). Subject to transport approval and place availability, SESN will accept students from any part of the county of Lincolnshire and surrounding areas whilst at the same time making sure the placement is realistic and achievable to the student if they are travelling a long distance.

Student who meet the following conditions are more likely to access SESN provision:

- The young person has demonstrated varied difficulties within their current mainstream school environment and has an inability to conform to mainstream education rules and procedures where a permanent exclusion or ongoing FTEs are likely.
- The young person is at an age whereby they are required by law to be in full time education, but are not currently accessing this elsewhere.
- The young person demonstrates social, emotional and behavioural difficulties and they are unable to access the correct intervention to support their educational and wellbeing needs.
- Where a support agency or local service deems it more appropriate that the young person accesses SESN's provision. This referral allows for continuation in the support the young person is already receiving but within a more accessible environment.
- The young person is identified as Looked After Child, Child In Need or has alternative involvement with children services where the other points above are also considered.

Admissions Register

On confirmation of the student's placement and prior to their first day admission their details will be input on the Admissions Register.

The Admissions Register is held on electronic format on the School's main database.

The person responsible for the administration of the Admissions Register is the Centre Manager and the Reception Administrator.

The following items are recorded on the Admissions Register:

- Full name.
- Gender.
- Date of Birth

- Name and address of all parents/guardians with an indication of the parent/guardian with whom the student normally resides.
- At least two telephone numbers at which the parent/guardian can be contacted in an emergency. One being an agreed contact number if the main caregiver is not available to collect the child.
- Date of admission/re-admission.
- Name of previous school.
- Medical Record
- FSM and Pupil Premium Eligibility

Copies of the Admissions Register are held at the school for a minimum of 3 years and will be made available for inspection.

The Admissions Register allows for the inclusion/deletion from the register and is done in line with the Education Pupil Registration (England) Regulations 2013.

Referral Procedures

Where a school or referring body has identified a need for alternative provision with SEN they must:

- Complete the SEN referral form. This must include all relevant details of the student, their IEP, SEND information and any other relevant information such as behaviour contracts, PSP and risk assessment information.
- The school/referring body will receive a consultation meeting with SEN (See Appendix 3). Those using Step Three of the Lincolnshire Ladder of Behavioural Intervention – Alternative Pathway, the consultation will be undertaken within the panel meetings to identify the most appropriate placement.
- A referral can be made at any time throughout the year, including holiday periods in extreme circumstances.
- A site visit is required by the student, parents and/or carers and the host school to discuss the placement and offer a tour of the Centre. This informal meeting will provide opportunities to discuss the placement, answer any questions the visitors may have and discuss any potential conflicts in dynamics as well as discuss the young person's goals and aspirations.
- The enrolment date will be considered to allow for the most effective transition process for that student and to provide appropriate time to make transport arrangements as well as gather the necessary information prior to the pupil's admission.
- Where an Urgent Placement is required the referral must be made to allow time to arrange a meeting with the student, the parent/carer and any relevant support staff i.e. SENCO, Social Worker, Student and Family Welfare Officer etc before the placement commences. Under no circumstances will a student start their placement until this meeting has occurred to identify the young person's needs and the nature of the provision required.

SESN will always aim to accommodate those that have been referred to us and offer them a bespoke, inclusive provision. Unfortunately there may be times where a young person feels that their place at SESN is not suitable. In these cases, we will work with the student to explore the issues they may have before any alternative options are considered. If the young person or the parent/carer continually believes that the SESN provision is not suited to them, we will work closely with those involved to explore a more appropriate option.

Policy approved by:

Signed: _____ 

Richard Bell, CEO

Appendix One

SESN Placement Offer 2018-2019

Contracted 'unnamed' placements:

Contracted 'unnamed' placements are for a Long Term Placement. A Long Term Placement will cover the remainder of the academic year from the date of admission.

The 'unnamed' placement allows you to use the paid place for another student of your choice if the original referral breaks down or the student is successfully reintegrated.

Although contracted placements are 'unnamed' special consideration will be made for each placement during the consultation to allow for an effective and worthwhile intervention.

Regular reviews are encouraged and expected throughout the student's placement.

Short Term 'named' Placements:

Short Term Placements allow for young people to gain an intensive support package where valuable tools and strategies are put in place. The dominant feature of short-term placement is the clear understanding and presumption that the pupil will return to his or her usual school.

This placement is reviewed for each half term and is ideal for a student who requires a form of respite from their current school, has a school refusal disorder, has specific difficulties or is currently going through a managed move process.

Appendix 2

Definition of Looked after children

- A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
- “Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Appendix 3

Referral consultation

The referral consultation is a discussion with SESN and the referring body. This is to identify the needs of the students as well as the referring body and what would be the most suitable placement. Special considerations will be made for each placement to allow for an effective and worthwhile intervention.

Areas discussed in the referral consultation:

- The Students' needs, areas of difficulty and current circumstances.
- Any previous SEBD assessments i.e. Boxall Profiles or statements of Special Educational Needs/Education Health Care Plans.
- The type of placement most suitable for the student and most accommodating for the referring body. What are the short and long-term aims for the student and how does this support the placement choice. Is there an expectation that the student will return to the same school? What strategies and interventions are currently in place for the student and what support will be available on their return.
- Education and social background of the student (if known).
- Placement type and relevant costs.

This list is by no means an exhaustive list and the meeting will be tailored to the individual being referred and those involved.

(All placements must be paid for in advance of the student's admission)