



Dacorum Education
Support Centre

Admissions Policy

ADMISSION TO EDUCATION SUPPORT CENTRES

Priority Referrals to Education Support Centres (ESCs)

- 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 the area and who cannot be placed immediately in a school
- 4) Children who, after considerable intervention and support, and with agreement of their school and families cannot cope in mainstream school and agree to a managed move to the ESC

Children Looked After (CLA) who do not have a school place (often due to a change of care placement) or who are at serious risk of permanent exclusion are given priority treatment.

Onsite Use of the ESC

The role of the ESCs is to provide full-time education for children as an interim arrangement while appropriate substantive placements are being secured

Referral Process

Permanently excluded pupils

Permanently excluded pupils are entitled to receive full time on the 6th day following on from the Headteacher's decision to permanently exclude.

- The referral process for all admissions to the ESCs should be managed through Integration
- The referral process is managed by the relevant Integration Manager, with the support of the SEN Team Manager where the child has a Statement/EHC Plan
- Pupils who have been permanently excluded are referred by the Integration Manager in order 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 of the ESC is concerned that immediate admission may not be appropriate on health and safety grounds he/she should carry out a risk assessment and liaise with the Integration Manager 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 to the ESC – in such situations the Integration Manager, the SEN Team Manager (where appropriate) and the Headteacher of the ESC should work together to find appropriate provision for the child
- The ESC 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 pupils

Pupils referred as a Managed Move

- Children who are at serious risk of permanent exclusion and need to be considered for admission to an ESC should be referred to the ESC Headteacher and should remain on their school roll until they have been admitted to an alternative school.
- Children with a troubled educational history, but who have not been permanently excluded, who have recently arrived in the area and cannot be placed immediately at a school should be referred through the Integration Panel process if provision at the ESC is deemed to be appropriate following a discussion with the ESC Headteacher.

The process is as follows:

1. The school contacts DESC to alert DESC that a pupil's behaviour is such as to make their position at school untenable. Mostly this has been direct contact between the Head teachers either via phone or email.

- At this point DESC will expect to have worked with that pupil.
- Our expectation would be that for pupils who have had a 'history' of poor behaviour they would be known to us via Outreach, one other agency and would be in receipt of a CAF or an IEP
- For pupils with a long standing history of poor behaviour who transferred from primary school, we would expect to see an Education, Health and Care Plan underway

2. A meeting is arranged by the school with the parents and pupil for the Head teacher or representative of DESC to attend. At this meeting the school will already have discussed with the parents and pupil the issues that have arisen and why a move away from the school is now required.

- The school will provide all necessary paperwork and complete any forms required in advance of this meeting (or shortly after), in order to 'hand over' relevant information.

3. A meeting is then arranged for the parents and pupil back at DESC within 5 working days. At this meeting a programme is agreed with the parents and pupil and a letter is sent to the school confirming that this has taken place.

- The pupil remains on the roll of the school, and is dual registered main with the secondary school and subsidiary with DESC, until such time as DESC notify the school that the pupil has now reintegrated back into another school or they are removed from the school roll in the Annual Census of year eleven.

Children with Statements

- It is appropriate for children with statements attending (or excluded) from mainstream schools to be admitted to ESCs as interim provision, but the following should be determined during the admission process –
 - ◆ The proposed length of the child's stay at the ESC (this may be subject to review)
 - ◆ The proposed substantive educational placement (e.g. special school, mainstream school).
 - ◆ Arrangements for the child's statement to be reviewed to ensure his/her needs can be met appropriately during the stay at the ESC and to ensure the

statement is still appropriate (this review should be arranged by the relevant SEN Officer)

- It may be considered that the child's educational needs can be met appropriately by the ESC in order to complete their statutory education. In these cases it will not be necessary for the Local Authority to determine the special educational provision and the SEN Officer should consult with parents about ceasing to maintain the statement (Parents retain the right to register an appeal with SENDIST if they disagree with the ceasing of the statement)
- An ESC should never be considered to be the appropriate provision on a child's statement since DfE guidance for schools and Local Authorities clearly states that if a pupil's long term needs cannot be met in a mainstream school, a special school rather than a PRU should be named on a statement of special educational need.'