

# The Serendipity School



*Every child deserves a chance*

*The past is something that's gone forever  
The future is something we will work on together*

## **REFERRAL & ADMISSIONS POLICY**



October 2016

Distribution

**UNRESTRICTED**

# The Serendipity School

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## Scope

This document is The Serendipity Centre Ltd (TSCL) policy on referrals and admissions.

## Introduction

Students referred to the TSCL have a range of diverse and complex educational needs and may not have had access to effective school or educational provision for some time. In aspiring to meet such needs, it is essential that TSCL adopt a systematic approach and that planning commences at the time of referral. Furthermore, The Serendipity School practice is in line with the Education Act 1993, the Special Educational Needs and Disability (SEND) Code of Practice: 0-25 years, (Department for Education [DfE] 2015), which ensures TSCL meets the demands required of education settings in terms of the formulation, implementation, review and evaluation of individual programmes for students.

## Applicable Documents

When reading this document, please be aware of the following related documents.

Policies and Plans  
Serendipity

General Principles  
Serendipity

## References

National Contract for the Placement of Children and Young People in Day & Residential Independent & Non-Maintained Special Schools  
NASS (2007). NASS, York

## Abbreviations and Acronyms

Abbreviation or Acronym	Description
LA	Local Authority
NASS	National Association of Independent Schools & Non-Maintained Special Schools
RD	Reference Document
SENCo	Special Educational Needs Co-ordinator
SCD	Social Care Department
EHCP	Education Health and Care Plan

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## Referral and Admissions Criteria

The Serendipity School teaches girls between the ages of 9 and 19 with emotional, social and mental health difficulties, as well as girls with complex needs often associated with early life trauma. Every referral to the Serendipity School receives an assessment to ensure that the school can meet the needs of the young person to achieve the best possible outcomes. In order for a place at The Serendipity School, the pupil must have at least **one** of the following admission criteria

- An existing Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) in which The Serendipity School is named as the student's school.
- In the process of assessment for an Education, Health and Care Plan in which The Serendipity School is named as the student's school.
- Have agreement from the Secondary Resource Panel (or other body responsible for the placement of students) of the Local Authority responsible for the student that they will attend The Serendipity School.
- Be placed in the residential care of TSCL and have moved out of their school catchment area.

Additional factors governing student admissions for a specialist school such as The Serendipity School are complex and vary from case to case. These factors may include

- The wishes of the parent/carer.
- The nature of the child's needs and previous educational experiences.
- Recommendations of the referring body.
- Suitability of The Serendipity School for the student (for instance, the needs of the student must not compromise the safeguarding of the staff and existing students).

## Refusal of Admission

The Head Teacher reserves the right to refuse admission in the following cases.

- A fully subscribed school.
- Where the admission of a student would compromise the safeguarding of students and/or staff within the school, or disrupt the education of students already within the school.

## Referral and Admissions Procedure

1. A parent or social worker may make initial enquiries, but a Local Authority Placement Officer must refer all admissions.
2. On receipt of the referral documentation, a meeting of relevant staff discuss whether the Serendipity School can meet the needs of the student.

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3. If a placement is considered to be suitable the referring authority receive notification in writing which includes how the needs of the student will be met, and details of funding if a placement is being offered.
4. If the young person is accepted, TSCL and the placing Authority will formalise the arrangement via the Individual Placement Agreement (IPA) for residential placements including education and a funding agreement for education only placements.
5. Once the placement and an admission date has been agreed with the referring authority TSCL prepare a detailed plan to promote the successful transition of the young person into the education or education and care placement.

## Initial Assessment

In the first six to eight weeks of a young person's placement, needs are identified based on the information provided at admission, initial observations by staff and an assessment of literacy and numeracy skills. Unless the student has recently had an Educational Psychology assessment for the Education Health Care Plan (EHCP) process, this is undertaken. An assessment of their therapeutic needs also carried out by the in-house psychology team. The results of these assessments determine a bespoke curriculum, the need for additional support in literacy and numeracy and the necessary provision to meet their therapeutic needs. These outcomes inform the initial Personal Education Plan (PEP) meeting, held at The Serendipity School and in conjunction with information from the Statement of Special Educational Needs/Education Health and Care Plan, forms the Individual Education Plan (IEP) for the student.

The curriculum is under constant review and further amendments to its structure made as necessary, to ensure they continue to address the needs of the student.

## Reporting and Recording

The Serendipity School has a thorough review system in place that includes three types of reviews: an IEP review, an Annual Review of a Statement of Educational Need/EHCP and for a child in care, a PEP review. The young person's subject teachers undertake the IEP review, look specifically at their individual targets, taken from the Statement of Educational Need/EHCP, their progress towards these targets, and plan the next steps in supporting the young person. The school's Special Educational Needs Policy (available upon request) contains further information.

In addition, weekly reports are sent to the parents/carers and social workers from a student's second week at the school. Regular communication is essential as this enables the Serendipity school to monitor the on-going success of all placements and where required make adjustments quickly and effectively in order to maximise the chance of a successful placement.

Multi-agency working is central to the approach taken by The Serendipity School, from admission right the way through to a young person's transition into further education, training or employment. The Serendipity School works with a wide range of agencies to ensure that the school and others act in the best interests of each young person.

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## Monitoring and Review

In order to ensure that it reflects current best practice, the Head Teacher will review this policy every year.

Signed:  ..... Date: October 2016  
Head Teacher