

Admissions Policy

Northgate School



Northgate School

together we can build a future

www.northgateschool.net

Approved by: Management Committee

Date: September 2023

Last reviewed on: November 2023

Next review by: November 2024

Admissions Policy

Northgate School is a maintained school and is funded as a pupil referral unit for 28 students between the ages of 12 and 19 who are:

- in-patients or day patients at the hospital (12 – 17-year olds)
- day students who meet the school's admission criteria (13 – 19-year olds)

In-patient and day patient student admission

All students between the ages of 13 and 17 are admitted to the school regardless of their length of stay in hospital. Students will be taught in a manner which is most appropriate to:

- meeting their clinical and educational needs
- ensuring the most efficient and effective use of time
- ensuring health and safety considerations within the school and the Beacon Centre are met

Day student admission

An essential pre-condition for acceptance to Northgate School, is that the student must be aged 13 – 19 years and be receiving therapy through CAMHS or a recognised outpatient service. A lead referrer must be named and support must be available in the community. Schools can make a referral providing the above criteria are met. Students may be referred for placement by a consultant within CAMHS. The school will also consider referrals from consultants from other hospital schools and the Inclusion Team or the Barnet Special Educational Needs and Disabilities Team, providing the student remains in therapy. Private referrals will be considered.

The following types of referral will be considered for admission as a day student:

- students who do not require in-patient admission; however, the consultant/referrer feels that the student's physical, emotional or psychological needs would be better addressed at Northgate School for a fixed-term period while they are in therapy
- students who have been recently discharged from The Beacon Centre and who would benefit from an extended period of time at Northgate School to facilitate a more carefully managed transition back to mainstream education
- students who are being seen as out-patients by CAMHS or a recognised provider who wishes the student to attend Northgate School for a specified period to support or facilitate transition to mainstream education
- students who are missing mainstream education for longer periods of time due to frequent hospital admission or due to prolonged therapy, and would therefore benefit from attendance at Northgate School
- students who require a fixed short, medium or long-term placement to support further assessment, a staged return to mainstream school or a link back into education or the wider community.

Admissions Procedure for in-patient students

All young people who are inpatients at the Beacon Centre are offered education at Northgate School. Every morning, the school and the Beacon Centre staff meet for a handover which supports Northgate School staff to ensure the inpatient young people are able to engage in education during that day. Handover includes information on:

- if it is recommended the student comes to Northgate for school or should remain in the Beacon Centre classroom due to risk
- if the young person has any leave or meetings with external professionals during the school day
- any additional information regarding the young person's medical, social or psychological condition which might affect their attitude or their ability to learn (e.g. side effects of medication, specific physical requirements or constraints)

Admissions Procedure for day bed students

All young people who are day patients at the Beacon Centre are offered education at Northgate School. The day patients arrive at Northgate School 15 minutes before the day students. They are met by a member of the clinical team, who then completes a handover of any relevant information to the assigned day bed teacher, in order to meet the needs of the young person throughout their allocated hours at Northgate School.

Admissions Procedure for day students

A formal referral for admission should be made by the referrer outlining the reasons for the referral. The referrer should make clear:

- the reason for the referral
- if the referral is for part-time or full-time attendance
- the anticipated length of admission to Northgate School
- if parental/carer agreement has been obtained
- the young person's view of the potential placement
- a health and safety risk assessment
- any relevant information obtained from the student's mainstream school or local authority

It is recommended that admission enquiries are made informally in the first instance by telephoning the Headteacher. Where a vacancy exists and the student meets the admissions criteria, a formal referral will need to be made using the schools request for short term placement proforma.

The school will arrange a meeting involving:

- the Headteacher or the Assistant Headteacher and the Pastoral Support Manager
- the referring school/consultant or his/her representative
- the parent(s)/carer(s)
- the young person (for all or part of the meeting, as appropriate)
- professionals involved with the young person's health, education and welfare if appropriate

Admission Meeting

At the admission meeting a discussion will take place regarding:

- the reasons for a student's admission to Northgate School
- the educational or other outcomes expected for the student during his/her period of admission
- support strategies being employed by Northgate School, the mainstream school, the referral team, the parents/carers and where appropriate, any outside agencies, to support the young person attaining their targets
- the initial period of admission, including the trial/assessment period
- the date of the first review meeting where a decision will be reached as to the appropriateness of Northgate School or a return to mainstream provision

During the meeting the student and parent/carer will be informed of Northgate School's policies and procedures including expectations, meals, uniform and timings of the day. Parents/carers will be provided with the necessary paperwork and a tour of the school will be conducted. A plan will be circulated to all professionals involved with the student's welfare, and to the parent/carer(s).

Period of admission

The period of admission may last anything from two weeks to several months. Normally, the initial assessment/ trail period will not exceed one half term. However, where appropriate, a trial admission can be extended depending on the recommendations of the staff at the review meeting.

School Roll

Students admitted to Northgate School remain on their mainstream school's roll and will be classified as dual roll for census purposes. Very occasionally Northgate School is the young person's sole school. This only occurs with the express agreement of the Management Committee plus the young person's parents/carers and the young person's Local Authority. Northgate School accept students out of their expected chronological age group and therefore young people who are not statutory school age but have not completed any formal qualifications due to their mental health challenges, will be considered for a placement at Northgate School.

Non-Admission

In the event that a student is refused admission to Northgate School, the Headteacher will contact or write to the professional making the referral, and where appropriate to the parent/carer(s) outlining the reason why the young person cannot be admitted.