



Admissions Policy

Date of Ratification: July 2020

Date of review: July 2021

Admissions Policy

Northgate School is a maintained school and is funded as a short stay school for 28 students between the ages of 13 and 18 who are:

- in-patients at the hospital
- day students who meet the school's admission criteria

In-patient student admission

All students between the ages of 13 and 18 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 medical/mental, emotional and educational needs
- ensuring the most efficient and effective use of teacher 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 – 16 years, be receiving therapy through CAMHS or a recognised inpatient/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 the Tavistock Clinic, other hospital schools and the Inclusion Team or the Special Educational Needs Panel of Barnet Local Authority and Families Directorate, 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 are recurring in-patients of the Beacon Centre
- students who do not require in-patient status; 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 a CAMHS/consultant or 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 longer periods of attendance at Northgate School
- students who are unable to attend mainstream provision for psychological reasons who are being seen as out-patients by a CAMHS/consultant or recognised provider who want to re-engage with education with a view to transition back to mainstream education.
- students who are being seen as an out-patient by the Adolescent Outreach team or the Tavistock Clinic to support mental health challenges
- 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 identifies in-patients well enough to engage in education during that day. Handover includes information on:

- whether it is recommended the student comes to school or should remain in the Beacon Centre
- whether the young person has therapy or intervention 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 students

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

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

It is recommended that admission enquiries are made formally 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.

Admissions may be screened by Barnet Complex Needs Panel before admission to Northgate School.

The school will arrange a meeting involving:

- the Headteacher and member of staff who will become the young person's Personal Mentor
- 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

Admission Meeting

At the admission meeting an admission plan will be drawn up indicating:

- the reasons for a student's admission to Northgate School
- the educational or other targets being set for the student during his/her period of admission
- support strategies being employed by Northgate School, the mainstream school, the referral team, the parents 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

The admission plan will be circulated to all professionals involved with the student's welfare, and to the parent/carer(s). The Headteacher will meet with the student and parents and explain the school policies for behaviour, health and safety and the school's procedures regarding arrival and collection, illness and lunch time arrangements.

Period of admission

The period of admission may last anything from two weeks to several months. In general 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 and/or the named Admissions Committee Member plus the young person's parents and the young person's Local Authority.

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.