

**NEW HORIZONS ACADEMIES HUB
ADMISSIONS POLICY**

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NEW HORIZONS ACADEMIES HUB

ADMISSIONS POLICY

New Horizons is a federation of three academies in Bexley which are part of the London South East Academies Trust (LSEAT). They provide education and support for pupils who present with social, emotional and mental health difficulties, including pupils on the autistic spectrum and those for whom mainstream school is not accessible at that time due to health needs.

Admission into the schools is through different routes, depending on whether the pupil has an Education Health Care Plan (EHCP), is permanently excluded from school or is being referred as a means of “breaking the cycle” of behaviours or is experiencing difficulties in attending their mainstream school due to physical or mental health needs as evidenced through supporting evidence provided by identified health professionals.

No referrals may be made by a parent / carer or other agency as all referrals come through either the referring Local Authority or are made by schools in the Bexley area.

All admissions comply with statutory guidance.

Admission to Endeavour Academy and Aspire Academy

Pupils referred to Endeavour and Aspire have, in almost all circumstances, EHCPs which identify social, emotional and mental health needs (SEMH) as the presenting area of difficulty. Many pupils will have other diagnoses and present with multiple areas of need including a high number with autistic spectrum disorders (ASD).

In order to be admitted to either school, pupils will be discussed at the local SEN Panel which meets weekly and then, following the recommendations of the panel and the Case Worker’s discussion with parents / carers, referral papers sent to the identified school for consideration. Pupils discussed at the panel may include those from other Local Authorities and those who are within the statutory assessment process but do not yet have an EHCP. In the case of the latter, the placement is an “Observation and Assessment Place” and is for a specified time during which assessment should be completed and re-referral to panel take place for a final decision on placement.

In the majority of cases, pupils accessing Observation and Assessment Places will remain at one of the two schools. Any child accessing an assessment and observation place at one of the two SEMH schools must have this identified through the Bexley SEN Panel and top up funding agreed as on Band B pending final outcome of the assessment.

Decisions over the offer of a place will be based on the following:

- SEMH / ASD are the primary presenting needs (communication and language difficulties / ASD / SEMH are often co-presenting).
- There is space in the appropriate year group or key stage or the school is able to adapt classes to match the ability and needs of the pupil to the group.
- The child / young person would benefit from the placement and it is the best fit for their needs as determined by the referral information, parent / carer visit and meeting with the child.

- There is no increased risk which cannot be managed by the school to the other pupils or to the pupil themselves indicated by wider professional information sharing.
- The child would benefit from an Observation and Assessment place as there is clear evidence that the assessment process is likely to identify a specialist SEMH provision and the child is at serious risk of permanent exclusion due to their presenting SEN needs in mainstream school.

Where pupils are referred to the schools by other boroughs / local authorities, the schools will direct the referrer to the Bexley SEN Panel for transparency. Only referrals through the Bexley SEN Panel are considered but top up funding is only set by the Bexley SEN Panel for in-borough pupils with out of borough pupil top up determined under the Charging Policy of New Horizons hub.

Admission to Horizons Academy Bexley

Horizons Academy is an all-through alternative provision academy whereby admission is outlined in the ESFA School Funding Agreement. Admission to Horizons is through:

- Permanent exclusion of a pupil of statutory school age who resides within Bexley and is excluded from either a Bexley or neighbouring authority school. Access is based on home address rather than the location of the excluding school.
- Referral through the fortnightly Referrals Meeting whereby schools can seek time limited placements for pupils at risk of exclusion either with the consent of the parent / carer or through direction to offsite provision to improve behaviour on a temporary basis (parental consent is not required in this case).
- Referral through the fortnightly Referrals Meeting whereby schools can seek long term full time placements for pupils in KS4. Parental consent is required for all long term placements.
- Referral for temporary educational provision for pupils with medical needs which prevent them from attending their home school (supported by CAMHS and / or medical consultant) where the pupil has been out of school for 15 days or more (Statutory Guidance on Supporting Pupils with Medical Needs in Schools – December 2015).

Registration

Where a pupil is permanently excluded, they are placed on the roll of Horizons Academy as single roll. Where a pupil is accessing a time limited placement, long term placement or has not been permanently excluded (including Medical Needs), the pupil remains on both their home school and Horizons roll for the duration. Horizons Academy is recorded as subsidiary. Schools may not remove a pupil from their roll as this would constitute an unlawful exclusion in all cases unless the pupil has been permanently excluded and no appeal has been upheld. During the appeal period following an exclusion, the pupil's remains on the roll of the excluding school for 15 days pending any appeal or hearing.

Education Health Care Plans

Pupils with EHCPs cannot have Horizons Academy named as the school within their EHCP. Alternative provision academies and pupil referral units should not be named on any EHCP as long term single roll schools as this is not their purpose and they are not set up to meet the longer term needs of pupils with SEN who require specialist placements. In exceptional circumstances where a KS4 pupil is assessed and gains an EHCP but is settled and achieving well at Horizons and a place can be offered at Endeavour Academy, the pupil may

be placed on the roll of Endeavour (who will be in receipt of the place and top up funding) but receive the majority of their education at Horizons with specialist input from the Endeavour SENCO through the Endeavour intervention menu.

Permanent Exclusion

In the case of a permanent exclusion, it is the responsibility of the excluding school to complete the referral form and risk assessment immediately to ensure that the pupil is in school at Horizons Academy by day 6 following permanent exclusion. The Local Authority will be contacted where schools have failed to provide information in the appropriate timescales to follow up on non-attendance and lack of engagement.

The Referral Panel at Horizons Academy also considers alternatives to placement including outreach support, training for schools and advice / guidance where appropriate. Keeping children in their home school or reintegrating children back to school is the key purpose of the alternative provision academy. Longer term solutions are only offered for pupils in Key Stage 4 (during Year 9 and till February of Year 11) where continued reintegration is unlikely to be successful, the pupil does not present as needing assessment through the EHCP process and the parent / carer is in agreement with the placement and has provided evidence of this through accepting the terms and conditions of placement.

Sixth Day Provision

Horizons Academy provides sixth day short term provision to children and young people who reside in the London Borough of Bexley and have been permanently excluded from mainstream primary and secondary school.

Parents and a representative of the excluding school are invited to attend a preadmission meeting to discuss the needs of the child and education pathway proposed by Horizons Academy during the short term placement. All placements following permanent exclusion are temporary until a new mainstream school place has been secured through the Fair Access Panel protocol.

Where parents refuse the sixth day provision placement, contact is made by Horizons Academy to address any concerns and to encourage parents to attend the preadmission meeting offered. A Parent Pack containing information on parental rights and entitlements is provided with contact details of local authority services to help parents source the right level or area of support.

In all cases where parents refuse sixth day provision, formal notification is made to the local authority Children Missing Education panel. All cases referred to the Children Missing Education Panel are the responsibility of the local authority to support parents in applying through in year admission department or initiating school attendance orders.

Horizons Academy is unable to offer sixth day provision to pupils beyond the legal procedural timeframe from the date of the permanent exclusion in accordance with the DFE Guidance on Exclusion from Maintained Schools, Academy and Pupil Referral Units in England 2017.

Medical Provision

Where a pupil is referred to the academy due to a medical condition, written evidence of support must be supplied by the home school from either CAMHS with whom the pupil must be engaging or from a medical consultant. Written evidence must be current and the pupil's case must remain open to CAMHS or the pupil to be under medical supervision of a consultant. The emphasis from the outset is on professionals working collaboratively to support the pupil back to school and, for this reason, the professionals meeting is the first stage in the induction process and a reintegration plan is created and reviewed throughout the placement. Young people benefit most from being amongst their peers and studying the full curriculum offered by their home school, therefore it is always the intention to remove young people from their home school for as minimal a time as possible and to support with their re-integration. All medical needs placements are for a 6 week duration and all pupils return to their home school on Friday of each week to ensure continuity of engagement and learning.

Referral Procedure

In order for a referral to be considered for access to Horizons Academy, the referring school must provide all relevant information as requested on the referral form along with an up to date risk assessment. All referrals must be received by the Wednesday before the Monday Referrals Meeting for scrutiny and follow up in order that decisions can be made with full information during the meeting, thus preventing any delay in offer of a placement. Where full information is not received, the place may be offered subject to conditions being met as agreed at the Referrals Meeting. Schools are encouraged to send representatives to put forward their cases in person as this is helpful in addressing any gaps in information or understanding about the rationale for referral. Feedback on decisions made is given in writing and by phone within 48 hours of the meeting taking place. Places on the Refocus programme or long term provision are allocated in accordance with the information provided on the referral form and risk assessment compared to the eligibility criteria as detailed on the Refocus and Long term guide for schools.

Referrals from Mainstream School located outside of the London Borough of Bexley

Schools outside of Bexley may refer for time limited placements which are charged in line with the New Horizons Charging Policy on a daily basis. Out of borough residing pupils attending a Bexley school in KS4 who are at risk of permanent exclusion may be referred for long term placements funded in line with the Federation Charging Policy and at the same level as other pupils on alternative placements to permanent exclusion. Pupils who both reside and attend out of borough schools can only attend as additional to commissioned numbers pupils fully funded at the daily rate equivalent to at least or in excess of the commissioned places (£10K place funding plus £9750 pa top up per year charged in six installments across the year).

Refocus Intervention Programme

The Refocus Programme offers a 14 week full time curriculum and behaviour intervention to pupils in KS1, KS2 and KS3. The programme includes reintegration support to all pupils returning to mainstream school following completion of the programme.

All places are offered subject to suitability and parental consent. Where a school is directing a child in accordance with the DFE 2013 Alternative Provision Guidance or by using the Academy Articles of Association, evidence of this must be included in the referral information prior to admission and Head Teacher or senior leader will be required to present the case at

the Horizons Academy Referral Panel. *Please see Framework for Directed Pupils for additional information and advice.*

In the event a parent fails to attend three separate offers for an admission interview, notification will be provided to the home school and the allocated place will be offered to another pupil via the Horizon Academy Referral Panel. *Please see Refocus Intervention Guide for terms and conditions.*

Long Term Provision

Long Term Provision is available to KS4 pupils and those in the spring term of year 9. The provision is designed to ensure continuity of learning to maximise exam success by limiting the disruption otherwise caused by repeated exclusion from the home school. Long Term provision is not suitable for pupils in KS3, diagnosed with specific learning difficulties requiring additional support or with EHCP.

Head Teachers are unable to direct pupils to long term provision and all referrals must have parental consent.

Careers education, advice and guidance as an integral part of every student's education. Transition support includes tracking pupils after they leave Horizons Academy in year 11. This is achieved through monitoring placement progress in partnership with pupils, parents, colleges and local providers. Transition support maximises post 16 success by providing continuity of support to pupils as they leave Horizons Academy to pursue College, Sixth form or Apprenticeships opportunities. *Please see Long Term Provision Guide for terms and conditions.*

Fair Access Panel

All pupils are referred to Fair Access Panel following their permanent exclusion and are provided with reintegration support for up to 12 weeks to maximise transition success and help overcome barriers associated with reintegration in the new school. Where a mainstream school offers to fund a KS4 long term place at Horizons Academy as an alternative to full time attendance at the mainstream school, a place may be offered subject to the pupil's suitability, likelihood of unsuccessful reintegration and parental agreement.

In cases where a long term place is agreed, a meeting must take place at Horizons Academy with a senior representative from the mainstream school, parent and pupil before the place can commence. All placements agreed through FAP must include an option for the pupil to transfer to the home school at any time. The pupil is dual registered with the home school as the main school and Horizons Academy as the subsidiary school.

A long term place cannot be offered in cases where the Secretary of State's power of direction has instructed the mainstream school to admit the pupil to the roll. If the case is referred to the School Adjudicator and a long term place at Horizons Academy is deemed a suitable provision and agreeable by parent, an offer may be made at this stage. In all cases that have followed a legal process, a partnership meeting between the new school Head Teacher, parent and pupil is required before the placement can commence. The partnership agreement must include an option for the pupil to transfer to the home school at any time. The pupil is dual registered with the home school as the main school and Horizons Academy as the subsidiary school.

PRU to PRU Transfers

Where a child or young person moves in to the London Borough of Bexley and is on roll at a pupil referral unit in the previous local authority, a PRU to PRU transfer can be arranged with parental consent. All referrals are considered on a case by case basis in the best interest of the child and with consent of the parent or carer.

Pupils in KS3/ KS4

All pupils transferring to the London Borough of Bexley must have a local mainstream school place secured as an exit route prior to admission. This will enable Horizons Academy to work with the new school and build relationships between the pupil and new school teams in preparation of reintegration following completion of the Refocus Intervention Programme.

Pupils will be dual registered between the named school and Horizons Academy and will transfer to single registration at the new school following their 12 week period of reintegration.

Pupils in Year 11

All pupils permanently excluded from mainstream school or transferring to the London Borough of Bexley from a Pupil Referral Unit in their final year of compulsory education will be offered a permanent place within the Horizons Academy long term provision. Pupils will be recorded as single registration on roll at Horizons Academy.

Pupils Unsuitable for Mainstream

Any pupil transferring from an out of borough Pupil Referral Unit that is deemed unsuitable for mainstream and undergoing statutory assessment may be considered for an observation and assessment place at Aspire Academy or Endeavour Academy Bexley. All places must be referred to the local authority SEN panel and agreed through the usual procedure.

Where a pupil is not considered appropriate for mainstream and does not have an EHC, the statutory assessment process must be initiated by the previous Pupil Referral Unit and will be supported by the Horizons Academy SENCO as a condition of the offer of the placement. Failure to do so may terminate the place offered and a referral to the local authority Children Missing Education panel will be submitted.

LAC pupils

Pupils who are deemed to be 'looked after' can access the Refocus Intervention programme or Long Term provision with agreement from the local authority and Head of Virtual School.

All KS3 pupils must have a local mainstream school place secured as an exit route prior to admission or be on the roll of a mainstream school to enable dual registration in KS4. It is the responsibility of the local authority to identify a name school place to secure an exit route upon completion of the Refocus programme.

A representative of the LAC team and named school must attend all review meetings as requested to ensure progress to targets and to support any areas of concern.