

St Werburgh's C of E (VA) Primary School



ENSURING A GOOD EDUCATION FOR CHILDREN WHO CANNOT ATTEND SCHOOL BECAUSE OF HEALTH NEEDS

Approved by: Kate Leather barrow

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**Next review due
by:** March 2022

ENSURING A GOOD EDUCATION FOR CHILDREN WHO CANNOT ATTEND SCHOOL BECAUSE OF HEALTH NEEDS

All Local Authorities have a duty set out in Section 19 of the Education Act 1996 and the Department for Education (DfE) Statutory Guidance January 2013 'Ensuring a good education for children who cannot attend school because of health needs' which states:

'Each local education authority shall make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness..... may not for any period receive suitable education unless such arrangements are made for them;

Other related documents are The Equality Act (2010), the Academies Act (2010), Ofsted: subsidiary guidance (Jan 2013), DfE's Supporting Pupils in School with Medical Condition - Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - Dec 2015, 'Alternative Provision: Statutory Guidance for local authorities (2013) School and Early Years Finance Regulations (2012).

'The Governments policy intention is that all children, regardless of circumstances or setting should receive a good education to enable them to shape their own futures. Therefore, alternative provision and the framework around it should offer good quality education on a par with mainstream schooling, along with the support the child/young person needs to overcome barriers to attainment. This support should meet a child/young person's individual needs, including social and emotional needs....'

The following information sets out the statutory duties and requirements for local authorities.

Local authorities must arrange suitable full-time education (or as much education as the child/young person's health condition allows) for children of compulsory school age who, because of illness, would otherwise not receive suitable education. This applies whether or not the child/young person is on the roll of a school and whatever the type of school they attend. It applies to a child/young person in Academies, Free Schools, special schools and independent schools as well as those in maintained schools.

The law does not define full-time education but children with health needs should have provision which is equivalent to the education they would receive in school, "unless the child/young person's health means that full time education would not be in his or her best interests". If they receive one-to-one tuition, for example, the hours of face-to-face provision could be fewer as the provision is more concentrated. Full time could also be made up in one or more settings.

Where full-time education would not be in the best interests of a particular child/young person because of reasons relating to their physical or mental health, LAs should provide part-time education on a basis they consider to be in the child/young person's best interests. Full and

part-time education should still aim to achieve good academic attainment particularly in English, Mathematics and Science.

Responsibility for education for children who cannot attend school because of health needs remains with the school. However the LA retains the responsibility for providing a strategy to ensure appropriate provision is available and in place. In all cases the nature of any required intervention, the objectives, the expected outcomes and timeline to achieve the objectives should be made clear. Where re-integration to school is an objective, there should be an agreement on how to assess when the child/young person is ready to return and the school should provide or commission a package of support to assist re-integration. Objectives and plans should be set out in writing and regularly monitored and reviewed.

Arrangements in Derby City

Derby City Council has delegated the responsibility for the education of children with additional health needs to the Kingsmead School. Educational provision for children with additional health needs which cannot be met in a school setting will be made through the Kingsmead School.

An initial 6 weeks provision will be offered upon referral and funding will then be agreed with the referring school from week 7. Please see the attached charges to schools and academies. (Appendix 1)

The Kingsmead School is committed to working in partnership with schools, educational settings, health professionals, parents/carers and other professionals in order to ensure the educational and emotional needs of this vulnerable group of children and young people are appropriately met.

Working Together March 2018, Para 16, p11 states - *'Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child/young person's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.'*

In all cases, where full time is not appropriate, a personalised education programme will be agreed between the referring school, health professionals, the Kingsmead School, the parent/carer and the young person with a view to achieving the most realistic and positive outcomes for the young person. Any plan should be reviewed regularly. Plans should also link to other relevant information, such as Education, Health and Care Plans, safeguarding assessments etc.

As part of this plan the Kingsmead School could take on the main delivery role, a shared delivery role with school and/or another provider or offer advice and guidance to the school where they might choose/it is more appropriate for them to take the lead role in delivering the programme.

Schools, including Academies, Free Schools and University Technical Colleges (UTC's) should:

- Have a clear policy for the child/young person with additional health needs or include this area as part of their medical or SEN policy, which sets out how they provide support.
- Identify a senior member of staff within school who will oversee all Hospital/Medical referrals, including being able to agree on funding, programme and potential outcomes
- Work with all professionals, parents and young person to review personal education programme as agreed.
- Be encouraged to maintain their links with parents/carers who also have a vital role to play by keeping in touch through school newsletters, e mails, invites to school events etc.

It is important that a school offers the statutory education entitlement (where possible) for that child/young person albeit through alternative sources. If a school opts to make provision through a provider which is not commissioned by the LA or part of the AP Framework held by Kingsmead School (J16), then they will remain fully responsible for the quality assurance, outcomes and all other aspects of the provision and this will form part of the agreement so that all parties are clear of their roles and responsibilities.

The Kingsmead School will:

Seek to provide the same opportunities for children and young people with health needs as their peers, which include:

- A broad and balanced curriculum, which is of good quality (as defined in Alternative Provision: statutory Guidance 2013).
- An education that is flexible and appropriate to the child/young person's health needs.
- A package that will attempt to prevent them from slipping behind their peers in school and allow them to reintegrate successfully back into school as soon as possible.
- Opportunity to take qualifications if appropriate.
- A reviewing mechanism to ensure the parental, child/young person's needs and wishes are central to discussions around provision.
- Provision which is regularly reviewed to reflect the child/young person's changing health status
- Effective multi-agency collaboration, which is essential in devising appropriate personalised education plans and where all professionals involved will be encouraged to cooperate fully with review meetings. A review template is provided to support the process (Appendix 5)
- Clearly defined exit strategies for the child/young person with support provided for any reintegration back into mainstream education.
- Ensure schools and other education providers have a good understanding of the roles and responsibilities of both The Kingsmead School and their own setting in relation to the child/young person with medical and emotional needs
- Ensure that any staff absence resulting in cancellation of sessions is clearly communicated with the parent and the referring school and alternative arrangements made whenever possible.
- Provide teaching and support staff within the Kingsmead School with appropriate continuing professional development, including curriculum; the impact of medical/mental health conditions on barriers to and engagement with education.

The Kingsmead School will use a variety of delivery options to create a personalised programme which best meets the needs of the child/young person to provide access to a broader curriculum and to increase the number of hours of provision – this may include access to the hospital education based on Children's Ward at The Derby Royal Hospital *, virtual learning, access to appropriate commissioned alternative providers as well as small group or one to one tuition in the home or another setting.

*Provision on the children's wards at the hospital is available for children and young people who have been admitted to the hospital and are resident on a ward.

Shorter term illnesses may be best met by school support through the use of work packs and/or ICT portals. It will be the decision of the home school as to how they chose to best meet the needs of a child/young person who is unable to attend school short term.

About the Terms and Conditions

The plan for the longer term outcome and the next steps will be agreed at the start of the commissioned support, intervention or provision, according to the statutory guidance for Alternative Provision (2013). This will focus on the best possible outcomes for the child/young person but will be realistic in terms of the timeframe and the specific needs of the child/young person at this time.

Please see the attached Terms and Conditions (Appendix 2)

As part of setting up a plan and agreeing targets for a young person and through on going reviews discussions will be needed about a wide range of factors, including:

- Agreed curriculum with the school/Kingsmead responsibilities clearly identified
- Ongoing health input/support and any information to indicate capacity of the child/young person to engage meaningfully in education provision at this time.
- Potential outcomes, targets for intervention and next steps, including any plans for reintegration where appropriate
- Exam entry and access arrangements to include any controlled assessments/mock exams
- Connexions support and post 16 pathways. It is the home school's responsibility to arrange and share these.
- Schools financial contribution to the programmes from week 7 of the intervention
- Any transport requirements including funding stream
- Personal, social and academic targets as appropriate
- The next agreed review date – reviews to be held at least termly to ensure a child/young person's needs are being appropriately met.

Re-integration into school is always anticipated, unless it is clear that, for example in Year 11 (post January), it is in the interests of the child/young person to remain with the Kingsmead School until the end of the academic year. The Kingsmead School will work with the school to ensure education is maintained during this period. On return to school each child/young person should have an individual reintegration plan, which may include extra support made available to help 'fill gaps' or provision of a 'safe place' if the child/young person feels unwell. Advice from other medical professionals, including school nurses, is essential. For children with long term or complex health conditions, the reintegration plan may only take shape nearer to the likely date of return, to avoid putting unsuitable pressure on an ill child/young person in the early stages of their absence. However, children and their families are informed at the outset that the long term intention will be to support the child/young person's reintegration to school. While most children will want to return to their previous school routine promptly, it is recognised that some will need gradual reintegration over a longer period.

Referral:

Referrals may be made by either school or health professionals; however, referrals will only be accepted once both parties have agreed that this is appropriate and realistic for the child/young person.

Referrals for intervention from schools should be made through the Secondary Placement Panel (SPP), using the SPP form for Secondary or Primary (Appendix 6 and 7). This should be completed in full in order to provide as much information as possible. Once completed this should be sent behaviourpanel@derby.gov.uk as per any other SPP referral. This referral should be accompanied or supported by the letter from the medical profession whom the child/young person is under the care of. A letter from a GP is not sufficient.

A referral from health for intervention should be made via headed paper with information provided as to why the child/young person is unable to attend full time, mainstream education. It is also important to include any specific information about the level of provision that they would be able to access such as frequency and duration. This letter should be signed by a consultant or identified medical practitioner and sent direct to castleadmin@kingsmead.derby.sch.uk

It is expected that the referring school and health professionals (such as a consultant or paediatrician) will liaise closely to ensure that all parties are fully aware of the needs of the child/young person.

Please see flowchart (Appendix 4) for further guidance.

Kingsmead staff will liaise with the school and the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the child/young person and to minimise disruption to the child/young person's education. As highlighted above, if a child/young person has a long term or complex health issue, the school needs to ensure that the educational provision is regularly reviewed with medical professionals, parents/carers and the Kingsmead School and amended as appropriate.

Where an absence is planned e.g. hospital admission or recurrent stay in hospital, educational provision should begin as soon as the child/young person is well enough. The parents/carers should apply to the mainstream school to request this out of education.

Children with long term health problems will not be required to provide continuing medical evidence. However regular reviews to include health colleagues are important and the level of support required may be discussed with other multi-agency professionals. The school and The Kingsmead School, as the educational specialists, will decide on the most appropriate provision. There is also an expectation that children and their parents/carers will co-operate fully with all medical advice and support offered and ensure they attend appointments. Advice from medical professionals following a hospital discharge will be noted and The Kingsmead School will liaise with the child/young person's home school to complement the education provided until they are well enough to return. Educational provision will be put in place as quickly as possible with a view to re-integration into mainstream as soon as appropriate.

Please note that if at any point in the process a medical professional makes a decision to close the case then a review will be required to discuss the ending of the placement and would involve all professionals involved in the specific case.

The question would need to be posed as to why other agencies were withdrawing from the case but that the child/young person was not able/ready to return to their usual school placement. Reasons might include

- lack of engagement from young person/family with health or other professionals
- Interventions to date have been unsuccessful
- all routes are felt to have been exhausted and no further support options are forthcoming

If it is agreed that the case is closed to health, **then the case will also be closed to the Kingsmead School**. The child/young person be expected to return to their school placement. If this is the decision, then arrangements will be made to reintegrate the child/young person back into this provision as soon as possible and the case will be closed to the Kingsmead School.

Identification and intervention

The Kingsmead School aim to provide appropriate education once notified by the school, other professionals or parent/carer if a child/young person is not on roll, as soon as it is clear that the

child/young person will be away from school for 15 days or more, whether consecutive or cumulative within a 12 month period, with the relevant consultant letter or diagnosis.

It is important to note that for a referral to be successful a medical professional should be involved with the child/young person.

In all cases of a referral being made, a meeting should be held with all parties to ensure there is an agreed Terms and Conditions agreement in place for the child/young person.

Registration:

Schools must not remove the child/young person from roll because of an additional health need.

Children and young people should be dual registered with Kingsmead School (PRU) being the subsidiary school.

The referring school should continue to monitor the attendance of the child/young person concerned. Non-attendance, without appropriate written medical support, will result in a review of the placement.

Please be advised that the following information is the 'current' guidance on the use of the D code in the registers. The guidance below should be followed in all cases:

Meaning – Code D – Dual Registered – at another educational establishment

- The code is NOT counted as a possible attendance in the school census
- The law allows for the dual registration of a child/young person at more than one school
- This code is used to indicate that the child/young person was not expected to attend the session in question because they were scheduled to attend the *other* school at which they are registered

Recording of the register and managing absence

- Each school should **only** record the child/young person's attendance and absence for those sessions that the child/young person is **scheduled** to **attend their** school.
- The **referring school** should record the D code for each session the child/young person is expected to attend elsewhere
- The **host school (Kingsmead or other)** should record the daily absence and attendance as normal.
- Both schools should ensure that they have in place **arrangements** whereby all unexplained absence is followed up in a timely manner.

The Kingsmead School will send attendance for all hospital medical child/young persons to the referring school on a weekly basis.

Provision for education of children under and over compulsory school age

Education for children or young people of compulsory school age will be provided either at the hospital*, through virtual learning, via appropriate commissioned alternative providers as well as small group or one to one tuition in the home or another setting.

For young people between the ages of 16 – 18yrs (Y12/13) who require support from The Kingsmead School each case will be considered individually through a referral to SPP and in discussion with their school or college and relevant health professionals.

A Child/Young Person with Education Health Care Plans

The Kingsmead Schools would not normally provide education for a child/young person with an EHCP through Hospital Medical provision, as the home school would be reviewing the terms of

the EHCP and altering the arrangements to best meet the child//young person's needs as identified in the plan. However, it is recognised that in some circumstances schools and their staff may not have the required expertise to provide the most appropriate education and a consultation to the Kingsmead School may be submitted for consideration. Any such referral should be directed to the SEN section of the Local Authority. In these cases, the school/LA would commission the Kingsmead School to undertake the work required and release the associated funding to support this work.

A Child/Young Person who is LAC

Where a LAC child/young person is eligible for enhanced pupil premium grant, The Kingsmead School will liaise with the Virtual Head Teacher and/or the home school as appropriate to determine how the funding continues to support the needs of the individual.

Examinations

When a child/young person is approaching public examinations, The Kingsmead School, in liaison with the home school, will focus on the most appropriate curriculum in order to minimise the impact of the time lost while the child/young person is unable to attend school (See Curriculum Offer (Appendix 3)). Awarding bodies will make special/access arrangements for children with permanent or long-term disabilities or learning difficulties, and with temporary disabilities, illness and indispositions, when they are taking public examinations.

The Kingsmead School and the referring school will ensure that all parties are clear about which examinations the child/young person will be entered for. The home school will be responsible for registering exam entries and applying for access arrangements and any assessments required. It will also be the responsibility of the referring school to liaise with Exam Officer at Kingsmead School to discuss the arrangements for transfer of papers where necessary. This should be clearly identified in the personal plan from the outset.

It is important to remember that The Kingsmead School has a high proportion of children/young people requiring special arrangements at exam time for example, one to one, readers, scribes etc. We may therefore be in a position to request support from the referring school to facilitate the special arrangements where these cannot be met within existing resources.

Complaints

For all complaints please refer to the policy on The Kingsmead School website.
<https://www.kingsmead.derby.sch.uk/>

CHILDREN WHO CANNOT ATTEND SCHOOL BECAUSE OF HEALTH NEEDS

POLICY ON CHARGES TO SCHOOLS & ACADEMIES FROM APRIL 2017

1. Core Funding

Hospital and medical tuition is funded through a top-slice of the DSG.

The Kingsmead School delivers provision for the LA and the budget funds some core activities such as:-

- Premises costs – contribution to Hospital Classroom and Castle Education Centre.
- Some core teaching and delivery staff to act as Key Workers.
- Some teaching resources /equipment including I.C.T.
- Advice /consultation to Schools & Academies on a child/young person with medical needs.
- Education for the following child/young person:
 - Those admitted to the Royal Derby hospital and resident on a ward but well enough to be taught; returning for regular treatment as out patients or have been specifically referred by a hospital based consultant.
 - Provision for a child/young person of compulsory school age referred through Secondary Placement Panel (referrals for KS1-4) who, because of illness, would otherwise not receive suitable education

There is an expectation that the education offer is as close to full-time as the child/young person can access at any point and that where possible there will be the opportunity to continue to access a similar curriculum and work towards the same accreditation as their peers.

At any point in time, on average for the past 4 years, provision is being made for 30 children/young people. Where children and young people become longer term referrals the core funding for this child/young person remains with the school and with increased expectations schools are being requested to make a financial contribution through the release of the AWPU on a pro-rata basis from week 7 of the intervention.

2. Charges to Schools – as per local agreement through Schools Forum.

If the referral is agreed and supported by a Medical Professional, work with a child/young person will be core funded for the first 6 weeks of any agreed intervention.

From week 7 the weekly proportion of the AWPU **will be charged to schools**. This will be charged in line with the current AWPU, plus any pupil premium, and any element of SEN funding.

These costs will contribute to the provision that is offered as part of the Hospital Medical support for the child/young person.

A contract will be sent to the named member of staff in the referring school to be signed to agree funding. It is stated on this form that initial agreement for funding should be given by the Head Teacher. School need to ensure that internal systems are in place to gain this agreement.

Costs for external examinations for which a child/young person is entered, come from the referring school budget. Exams are not funded by the Kingsmead School.

Appropriate transport arrangements and any costs will be discussed and agreed at the outset according to the child/young person's individual need and level of independence. Transport can be arranged by The Kingsmead School or through the individual School/Academy. Transport arrangements will be discussed at all review meetings and adjusted as appropriate. Depending on YP needs, these costs could be incurred by the referring school.

A school can choose to end provision at any point but must ensure the child/young person is receiving their statutory entitlement to education through an alternative route. Schools will be asked to confirm in writing that they are picking up this responsibility and do not require input from The Kingsmead School.

We would advise that due to the sensitivity of some cases, for example those with mental health issues, that a 2 week notice period is required to allow for appropriate endings work to be carried out. However, this will be agreed with the school at the time of ending the support for the child/young person.

Where a medical professional closes the case, The Kingsmead School placement will also end. The referring school would no longer be charged.

Where a child/young person is ready for integration back into a mainstream school and where appropriate, The Kingsmead School may support the plan for an additional 6 weeks – The integration plan will consist of 2 X half days per week for the six-week period. Each child/young person will require a personalised reintegration programme supported by the home school.



Terms and Conditions

Young Person's Name:			
DOB:		School:	
School Contact: (Name, Tel number, Email)			
Head:			
Start Date:			
Six Week Date:			
Review Date Required:			
<ul style="list-style-type: none"> The young person will remain the responsibility of the referring school. Should there be safeguarding concerns or the requirement to attend safeguarding meetings, to include conference meetings, TAF's etc. This will remain the responsibility of the referring school. The Kingsmead School will attend alongside the referring school through agreement and/or where necessary. The Curriculum Offer (see policy Appendix 3) will be delivered at Castle – the only flexibility to this is where a Year 11 student starts with us – it will then be the responsibility of the referring school to provide work and guidance should they wish to continue delivery via an alternative examination board. Where a young person is to be registered for exams, the referring school are responsible for doing this and coordinating transfer of papers where relevant. Where transport is required for the child/young person then this will remain the responsibility of the referring school Termly meetings, to include the parent, young person where relevant, referring school and other relevant agencies, will be held to review the progress of the child/young person. The referring school will be responsible for arranging this review meeting. The Kingsmead School will allocate a key member of staff to support with communication The Kingsmead School should be informed of any changes made to the child/young person's school timetable which may affect Hospital Medical Tuition. Referring school to share any SEN or other relevant information about the child/young person. Where an ECHP or other SEN support is required, the referring school will coordinate this. School will agree to the protocols and the funding policy in place for Children Who Cannot Attend School Because of Health Needs – (please see policy Appendix 1) 			
School Roll: Child/young person to remain on referring school roll.			
Please detail costs and invoicing arrangements: The first six weeks, from first contact, will be free of charge. From week 7, the referring school will be invoiced the AWPU pro rata at the end of the autumn, spring and summer term. All weeks will be charged regardless of attendance until the agreement is ended by referring school. Should a reintegration plan be agreed back into mainstream, The Kingsmead School will provide support for 6 weeks to aid this process, if required, this will be free of charge.			
Payments will be arranged directly through the School Business Managers			
Hospital medical tuition accepted by school (please tick)	Yes √	No	
Monitoring arrangements: Attendance and placement monitoring will remain the responsibility of the referring school. Any attendance concerns will be dealt with by the schools allocated EWO/Attendance Officer.			

Head Teacher Name _____

Signature _____

Date _____



Curriculum Offer And other information

Kingsmead Schools offers a variety of different programmes and approaches to meet the needs of the young people who are referred to our Enhanced Care and Hospital Medical Team (ECHO). This will include academic, vocational and social elements to create a bespoke package to meet the needs of each individual child/young person.

Guidance has been sent to all schools and will be available on the Kingsmead website <http://kingsmead-derby.co.uk/> to support all referrals to the ECHO team – this guidance is called “Ensuring A Good Education for Children Who Cannot Attend School Because of Health Needs” and should provide the detail required to ensure a positive working relationship between all stakeholders that will enhance the child/young person’s educational experience whilst they are unable to attend their mainstream school.

In line with Kingsmead School assessment and reporting policy we will report on the young person’s progress three times per year on a termly basis. Feedback will be given to the referring school each term; this will include a subject based school report, academic progress data, attendance data and a vocational report if relevant.

A member of staff from the referring school is more than welcome to visit Kingsmead for more detailed feedback. These requests should go through the ECHO Leader, or the Head of Secondary.

When a young person joins Kingsmead School on an ECHO placement, as per guidance “Ensuring A Good Education For Children Who Cannot Attend School Because of Health Needs” a meeting will be held to agree a package for the young person. All young people will complete some initial assessments as part of their induction. These assessments will be used, along with information provided by their own school, to formulate academic targets and proposed outcomes. This will be done in consultation with their school and health professionals involved, and will be reviewed to ensure wider factors linked to the reasons for the young person’s referral to ECHO are taken into consideration. The Kingsmead School will consider but not use KS2 information to formulate these targets.

It is important to understand the Kingsmead offer as set out in the following information. Please note that not all young people will have access to all subjects, and for some it may be inappropriate.

The ECHO team also have access to Junction 16 vocational provision and where appropriate a young person may have this included in their programme. Further details are available through the J16 booklet which is on the Kingsmead website.

Where it is agreed with the referring school that further qualifications are to be followed, then the referring school will be responsible for providing all work, text books and guidance to support this delivery. Any agreement about responsibility for exam entry costs and arrangements to facilitate these will form part of the initial agreement and subsequent reviews of the provision.

Current Core Offer

Qualification Title	Awarding Body	QAN or Unit Code	GCSE/FS/L1/L2
English Language	AQA	601/4292/3	GCSE
English Functional Skills L2	Edexcel	500/8683/2	L2
English Functional Skills L1	Edexcel	500/8700/9	L1
Maths	AQA	601/4608/4	GCSE
Maths Functional Skills L2	Edexcel	500/8907/9	L2
Maths Functional Skills L1	Edexcel	500/8906/7	L1
Science	AQA	601/8758/X	GCSE
Science Entry Level Certificate	AQA	5960	ENT
ICT – L2 Certificate	TLM	600/6688/X	L2
ICT – L1 Certificate	TLM	601/4559/6	L1
PHSCE			

Current Options Offer

Qualification Title	Awarding Body	QAN or Unit Code	GCSE/FS/L1/L2
English Literature	AQA	601/4447/6	GCSE
Art	OCR	500/4681/0	GCSE
Design Technology	Edexcel	500/4418/7	½
Child Development	Cache	500/9354/X 500/9353/8	Entry 3
Food	Edexcel	500/8084/2	1
Sport	Pearson	500/9517/1	1
Music	Not accredited		

Functional Skills (Entry Level) Qualifications

Qualification Title	Awarding Body	QAN or Unit Code	GCSE/FS/L1/L2
English Function Skills – Entry 3	Edexcel	500/8464/1	ENT3
English Function Skills – Entry 2	Edexcel	500/8467/7	ENT2
English Function Skills – Entry 1	Edexcel	500/8494/X	ENT1
Maths Function Skills – Entry 3	Edexcel	500/9295/9	ENT3
Maths Function Skills – Entry 2	Edexcel	500/9196/7	ENT2
Maths Function Skills – Entry 1	Edexcel	500/9172/4	ENT1

Post 16 Offer

Young people will be supported towards positive Post 16 options, as discussed and agreed with the referring school. As young people referred to Kingsmead School for ECHO placement will remain on the role of the referring school they will reflect on the referring schools school's data. Connexions will offer advice and guidance to Y11s that access ECHO services and will help inform planning through the termly reviews. Kingsmead School have been very successful in maintaining positive NEET data for some very complex young people but understand that the referring school may wish to offer further Post 16 advice and guidance/support.

Key Contacts

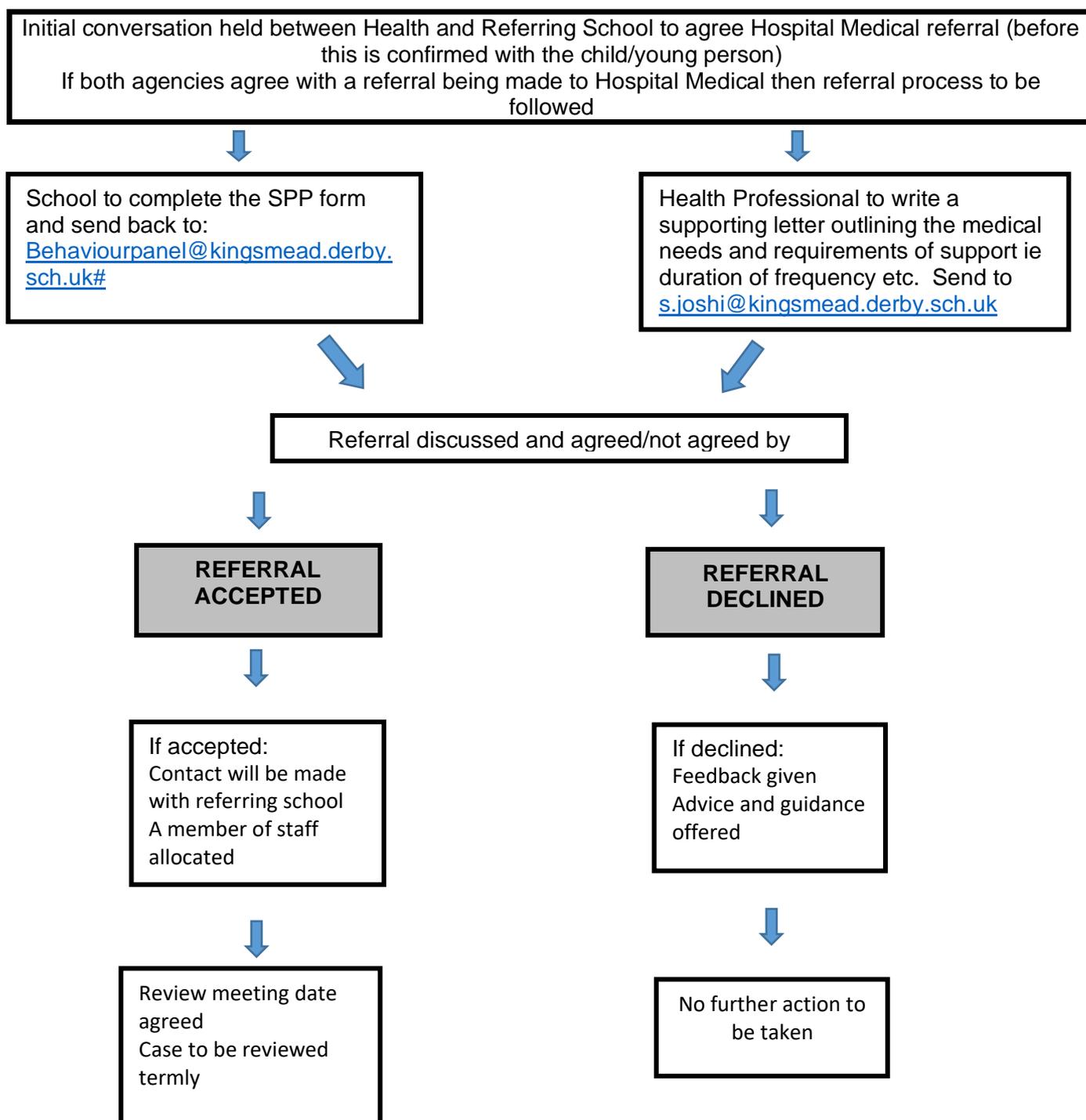
Name	Base/Position	Email Address	Location	Telephone Number
Emmet Bunting	Head of Secondary	e.bunting@kingsmead.derby.ch.uk	Bridge	01332 973830
Saroj Joshi	ECHO Co-ordinator	s.joshi@kingsmead.derby.sch.uk	Castle	01332 973869
Tony Silvester	Data Manager/ Exam Officer	t.silvester@kingsmead.derby.sch.uk	Bridge	01332 973840



Referral Process

Children unable to attend school for medical reasons

Please reference the agreed policy 'Ensuring a Good Education for Children who cannot attend School because of Health Needs'.



Review/Target Plan

Child/Young Person's Name:	Year Group:	Date:
Referring School:	School staff contact:	Kingsmead Staff:

Name	Agency	Email	Contact number(s)

Targets	Progress made	Target met?	Action
Personal:			
Social:			
Academic:			
Transition Arrangements (End of Phase/Key Stage/Post 16):			
Parent/Carer/Child/Young Person comments:			

Name of exam	Exam board	Controlled Assessments	Coursework	Predicted outcome	Access Arrangements (who is doing these?)	Whose registering/Funding Where sitting exam?

Other points discussed:

Next review date:

For internal use only.....when completed pass to admin – ensure next review date is shown

SECONDARY SPP REFERRAL FORM

Please ✓ appropriate box complete and send to the email below:

behaviourpanel@kingsmead.derby.sch.uk,

The Kingsmead School, Bridge Street, Derby, DE1 3LB

Please Complete this Form as Comprehensively as Possible

Alternative Provision: F/T – P/T	Permanent Exclusion:	Managed Move:	Supported Placement:	Hospital Medical:
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*For direct referrals to alternative provision at DPA, contact Mrs E Boulton 349616 e.boulton@derbyprideacademy.org

Young Person's Details							
Child/Young Person Legal Name in Full		Date of Birth		Year Group		Gender	M/F
Ethnic Group		First Language		UPN			
Religion				UCI			
Current School		Previous School		ULN			
Date of Referral		Is the child/young person considered to be disabled? If yes, please provide details			Yes/No		
GP Information							
Name of Doctors Surgery				GP Name			
Name of Hospital Consultant (If under the Hospital)							
Parent/Carer Details							
First Parent/Carer Name in Full			Relation to child/young person				
Second Parent/Carer Name			Relation to child/young person				
Address				Telephone			
				Mobile			
				Email Address			
Any Other Information							
Is there any other information you feel would be useful?							

Other Agencies Involved		
Name of Agencies	Contact Name	Phone Numbers
MST		
Priority Families		
FIP (Family Intervention Project)		
School Nurse		

ALL sections below MUST be completed (Click in box if applicable. If left blank, assumed n/a):

LAC	Voluntary	<input type="checkbox"/>	Child protection SEC 47	<input type="checkbox"/>	Child in Need SEC 17	<input type="checkbox"/>	Private Foster	<input type="checkbox"/>	YOS	<input type="checkbox"/>
	Statutory	<input type="checkbox"/>								

If LAC or CP which local authority holds the order:

Pupil Premium			
Entitled to free school meals.	<input type="checkbox"/>	Pupil Premium (+).	<input type="checkbox"/>

Code of Practice			
EHCP/Statement	<input type="checkbox"/>	Undergoing Assessment	<input type="checkbox"/>
		SEN Support	<input type="checkbox"/>

SEN Details							
SENCO/SEN School Contact Name		Telephone					
Email							
Specific SEN	ADHD	Asperger's	ASD	SEMHD	HI	MLD	
	MSI	PD	PMLD	SLD	SpLD	Other	
Are there any access arrangements in place i.e., reader, scribe, extra time, prompter, rest breaks, enlarged paper's etc.							
Describe briefly the child/young person's Special Educational Needs (Attach supplementary information as appendix A – last two IEPs/MEPs, EP reports, copy of interim review if stated)							
Summarise any health and safety concerns that have been raised. (Attach any supplementary information as appendix G).							
Does the child/young person have any medical needs / health concerns / physical needs / prescribed medication: (attach any supplementary information as appendix F)							

Safeguarding/Risk Assessment			
DSL School Contact Name		Telephone	
Email			
Has a pre-EHA or EHA been completed for this child/young person?	YES NO		
Does this child/young person have a history of violence towards others? If yes, to whom? Please provide brief details.	YES NO Who: Details:		
Does this child/young person pose a significant threat of harm to others?	YES NO		
Does this child/young person have any history of substance misuse?	YES NO		
Any other significant event we need to be aware of that may impact on child/young person behaviour.			

Current Academic Information*			
Is the child/young person currently on the school roll and attending mainstream lessons?	YES/NO		
Is the child/young person accessing alternative provision's e.g. inclusion unit/part time timetable?	YES/NO		
Fixed Term Exclusion Data*			
FTE Date	FTE Duration	Reasons for FTE	Reintegration Steps Taken

*Where FTX links to a serious incident then please include a Risk Assessment

Interventions Implemented			
Details of intervention Programmes:			
Programme/Strategy	Impact	Date/Duration	Outcome

KS2 Assessment Data		
End of Key Stage Assessment Data:		
	Teacher Assessment	SAT
English		
Maths		
Science		

KS3 Assessment Data				
(Individual sub-levels required in each subject)				
Subject	End of Year 7	End of Year 8	End of Year 9	KS3 Target
English				
Maths				
Science				
PE				
ICT				
Geography				
History				
RE				
Technology				
PSHE / PD				
Art				
Language				
Creative / Performing Arts				
Other				

Current Subjects Studied				
Subject	Exam Board	Specification/ Course	Target Grade	Current Grade
English				
Maths				
Science				
PE				
ICT				
Options				
Any other information regarding current subjects studied:				

Exams Officer			
Name		Telephone	
Email			
Target Data			
Subject	Most Likely	Stretch	KS4 Target
English			
Maths			
Science			
PE			
ICT			
Options			

Other Assessment information							
CATS Average		Verbal		Quantitative		Non Verbal	
Reading Age		Date		Spelling Age		Date	

KS4 Assessment Data				
Year 10: (Working levels required for each term in each subject)				
Subject	Autumn Term	Spring Term	Summer Term	End of Year
English				
Maths				
Science				
PE				
ICT				
Options				
Options				
Options				

Year 11: (Working levels required for each term in each subject)				
Subject	Autumn Term	Spring Term	Summer Term	End of Year
English				
Maths				
Science				
PE				
ICT				
Options				

Alternative/Vocational provision required or already attending – Including details of Accreditation where appropriate
What are the Child/Young Person's strengths / interest, including activities outside school?
If this is a Managed Move or Supported Placement – Are Parents Aware of the Referral? What are their Views?
Is the Child/Young Person Aware of the Referral? What are his/her Views?
School to give a brief statement of why you feel this Managed Move could be successful for this child/young person?

Behaviour
Describe briefly the child/young person's behaviour and involvement of LA and other services. (Attach supplementary information as appendix B - including disciplinary record / details of inclusions, fixed and permanent exclusions, serious incident reports and information to contribute to risk assessment).
Outline information on how well they have accessed groups.
Indicate proportion of week in education (full or part time).
Comment on the child/young person's attitude to work, with staff and with peers.
Comment on any specific behaviour issues.
Outline successful strategies for working with child/young person. Please indicate suggestions for future support to ensure success for this child/young person and any PRU / central resources available to support this package.
Outline information on reasons for exclusions, fixed term and seclusions.

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Attendance

Provide details of current attendance below: also if possible to include details of past two academic years. Summarise any factors that affect attendance. (Please attach attendance print out/Appendix C).
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Mental Health

If there have been concerns about the child/young person's mental health describe briefly the reasons. Please indicate whether or not a referral has been made to a mental health professional. If information is available – provide a brief summary below and attach any supplementary information as appendix D).
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Social / Home Circumstances

If there have been concerns or information about the child/young person's social circumstances please describe these briefly below. In particular, comment on any information provided by Social Services, EWS etc. Are there any child protection issues? (Attach any supplementary information, including parent contracts / orders as appendix E).

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Any family circumstances we should be aware of.

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Health and Safety

Summarise any health and safety concerns that have been raised. (Attach any supplementary information as appendix G).

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Further information

The following information will be used to assist in making decisions regarding the most appropriate next steps for this child/young person.

1. Within the school setting

	Copes well → difficulty coping (please tick ✓)				
	1	2	3	4	5
Whole class settings					
Small group settings					
One to one basis					
On corridors / general movement around building					
Lunch / break times					
Before and after school					

2. Other indicators of risk

Please indicate whether any of the following apply to the child/young person (please tick ✓)

	Never	Occasionally	Frequently
Gives in easily to pressure from others			
Has poor control of temper			
Challenges authority			
Has caused damage to property			
Verbally abuses peers			
Verbally abuses staff			
Displays aggressive behaviour			
Has caused deliberate injury to peers			
Has caused deliberate injury to staff			
Displays sexually inappropriate behaviour			
Attempts to manipulate / control others			
Is at risk of self-harm			
Drugs / alcohol have an impact on			
Has brought in or used an offensive weapon			
Has shown racist behaviour			

Name of person completing the form:
Role in school:

Date:

Check List – Please Tick ✓

Please include the following documents where applicable:

Attendance Record	
Timetable	
Behaviour Log	
SEN: EHCP/Statement or information submitted for statutory assessment	
IEP/MEP/Individual Plan	
EP/Steps Assessment	
TA (Leader Support) Identified in any Lessons	
PEP/LAC Review	
EHA or Pre EHA	
Risk Assessment	
*Parental Consent form for MM/SP - (Must be signed by parent/carer)	
Interim Review	
Disciplinary Record, exclusions, seclusions	
Medical Reports/Prescribed Medication	
Social Worker Reports	
Parent Contracts/Orders	
Any other useful information	



We will treat all information provided in confidence and in accordance with the Data Protection Act 1998. We will use the information for the purpose of identifying appropriate support for you and your son/daughter and may share information with our partner organisations for the same purpose. Our partner organisations include the Community Safety Partnership, Central Derby Primary Care Trust, Derbyshire Mental Health Trust, Greater Derby Primary Care Trust, Connexions Derbyshire, Derbyshire Police, Derby Hospitals NHS Foundation Trust.

**In Year Fair Access Agreement
(Managed Moves/Supported
Placement Only)**

Parental Agreement/Consent

Child/Young Person's Name _____

Name and Roll of School Representative Present _____

I can confirm that the Managed Moves/Supported Placement process was discussed and explained to my child/young person and myself by the above named member of staff.

I understand that at the Panel meeting my child/young person could be allocated to any school within Derby City.

I am in agreement for the process to go ahead.

Signed _____ (Parent/Carer) Date

Signed _____ (Parent/Carer) Date

Signed _____ (Child/Young Person) Date



PRIMARY SPP REFERRAL FORM

Please ✓ appropriate box complete and send to the email below:

behaviourpanel@kingsmead.derby.sch.uk,

The Kingsmead School, Bridge Street, Derby, DE1 3LB

Please Complete this Form as Comprehensively as Possible

Alternative Provision:	Permanent Exclusion:	Managed Move:	Supported Placement:	Hospital Medical:
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Young Person's Details							
Child/young person Legal Name in Full		Date of Birth		Year Group		Gender	
Ethnic Group		First Language		UPN			
Current School		School email		Any Previous School?			
Headteacher		School Contact Number					
Date of Referral		Is the child/young person considered to be disabled? If yes, please provide details					
GP Information							
Name of Doctors Surgery				GP Name			
Name of Hospital Consultant (If under the Hospital)							
Parent/Carer Details							
First Parent/Carer Name in Full				Relation to child/young person			
Address				Telephone	Home: Mobile: Work:		
				Email Address			
Second Parent/Carer Name in Full				Relation to child/young person			
Address				Telephone	Home: Mobile: Work:		
				Email Address			

Siblings

Name(s)		Date of birth		School	
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Any Other Information

Is there any other information you feel would be useful?

Other Agencies Involved

Name of Agency	Contact Name / Designation	Telephone Number / Email	Dates of involvement
Educational Psychology			
Social Care			
EWO			
CAMHS			
S<			
Paediatrician			
Other (please specify)			

ALL sections below MUST be completed (Click in box if applicable. If left blank, assumed n/a):

LAC	Voluntary	<input type="checkbox"/>	Child protection SEC 47	<input type="checkbox"/>	Child in Need SEC 17	<input type="checkbox"/>	Private Foster	<input type="checkbox"/>	YOS	<input type="checkbox"/>
	Statutory	<input type="checkbox"/>								

If LAC or CP which local authority holds the order:

Pupil Premium

Entitled to free school meals.	<input type="checkbox"/>	Pupil Premium (+).	<input type="checkbox"/>
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Code of Practice

EHCP/Statement	<input type="checkbox"/>	Undergoing Assessment	<input type="checkbox"/>	SEN Support	<input type="checkbox"/>
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SEN Details

SENCO/SEN School Contact Name		Telephone	
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Email						
Specific SEN	ADHD	Asperger's	ASD	SEMHD	HI	MLD
	MSI	PD	PMLD	SLD	SpLD	Other
Are there any access arrangements in place i.e., reader, scribe, extra time, prompter, rest breaks, enlarged paper's etc.						
Describe briefly the child/young person's Special Educational Needs (Attach supplementary information as appendix A – last two IEPs/MEPs, EP reports, copy of interim review if stated)						
Summarise any health and safety concerns that have been raised. (Attach any supplementary information as appendix G).						
Does the child/young person have any medical needs / health concerns / physical needs / prescribed medication: (attach any supplementary information as appendix F)						

Safeguarding/Risk Assessment			
DSL School Contact Name		Telephone	
Email			
Has a pre-EHA or EHA been completed for this child/young person? If yes, when? By whom?			
Does this child/young person have a history of violence towards others? If yes, to whom? Please provide brief details.		Who: Details:	
Does this child/young person pose a significant threat of harm to others?			
Does this child/young person have any history of substance misuse?			
Any other significant event we need to be aware of that may impact on the child/young person's behaviour.			

Current Academic Information

Is the child/young person currently on the school roll and attending mainstream lessons?	
Is the child/young person accessing alternative provision's e.g. inclusion unit/part time timetable?	

Fixed Term Exclusion Data*			
FTE Date	FTE Duration	Reasons for FTE	Reintegration Steps Taken

*Where FTX links to a serious incident then please include a Risk Assessment

Interventions Implemented			
Details of intervention Programmes:			
Programme/Strategy	Impact	Date/Duration	Outcome

Teacher Assessment of Child/Young Person's Attainment
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Subject	End of KS1 attainment	Age Related Expectation (ARE)	Actual working age / year group	Current target
Reading				
Writing				
Speaking & Listening				
Maths				
Science				

Other Assessment information			
Spelling Age		Current phonics phase	

Alternative/Vocational provision required or already attending – Including details of Accreditation where appropriate
What are the Child/Young Person's strengths / interests, including activities outside school?
What are the Child/Young Person's dislikes?
If this is a Managed Move or Supported Placement – Are Parents Aware of the Referral? What are their Views?
Is the Child/Young Person Aware of the Referral? What are his/her Views?
School to give a brief statement of why you feel this Managed Move could be successful for this child/young person?

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Outline information on reasons for exclusions, fixed term and seclusions.
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Provide details of current attendance below: also if possible to include details of past two academic years. Summarise any factors that affect attendance. (Please attach attendance print out/Appendix C).
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Any family circumstances we should be aware of.

Health and Safety

Summarise any health and safety concerns that have been raised. (Attach any supplementary information as appendix G).

Further information

The following information will be used to assist in making decisions regarding the most appropriate next steps for this child/young person.

3. Within the school setting:

	Copes well → difficulty coping (please tick ✓)				
	1	2	3	4	5
Whole class settings					
Small group settings					
One to one basis					
On corridors / general movement around building					
Lunch / break times					
Before and after school					

4. Other indicators of risk:

Please indicate whether any of the following apply to the child/young person (please tick ✓)

	Never	Occasionally	Frequently
Gives in easily to pressure from others			
Has poor control of temper			
Challenges authority			
Has caused damage to property			
Verbally abuses peers			
Verbally abuses staff			
Displays aggressive behaviour			
Has caused deliberate injury to peers			
Has caused deliberate injury to staff			
Displays sexually inappropriate behaviour			
Attempts to manipulate / control others			
Is at risk of self-harm			
Drugs / alcohol have an impact on behaviour			
Has brought in or used an offensive weapon			
Has shown racist behaviour			

Name of person completing the form:
Role in school:

Date:

Check List – Please Tick ✓

Please include the following documents where applicable:

Attendance Record	
Timetable	
Behaviour Log	
SEN: EHCP/Statement or information submitted for statutory assessment	
IEP/MEP/Individual Plan	
EP/Steps Assessment	
TA (Leader Support) Identified in any Lessons	
PEP/LAC Review	
EHA or Pre EHA	
Risk Assessment	
*Parental Consent form for MM/SP - (Must be signed by parent/carer)	
Interim Review	
Disciplinary Record, exclusions, seclusions	
Medical Reports/Prescribed Medication	
Social Worker Reports	
Parent Contracts/Orders	
Any other useful information	



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Child/Young Person Name _____

Name and Roll of School Representative Present _____

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Signed _____ (Parent/Carer) Date

Signed _____ (Child/Young Person) Date