



Tuition, Medical and Behaviour Support Service

Admissions Policy

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Governing Committee:	17 November 2016
Responsibility:	Greg Portman

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Introduction

TMBSS is a Community School, maintained by Shropshire Council. Information for parents about the Local Authority's criteria for accessing the service can be found on the Local Offer for Specialist Provisions.

<https://shropshire.local-offer.org/>

The Service exists to meet the needs of pupils aged between 5 and 16 countywide, who cannot be taught in school for a while. There are many reasons for this, including ongoing assessment of their needs, recovering from illness, awaiting a new or special school placement, having been permanently excluded from school or needing to work in small groups rather than full sized classes.

Our key purpose is to provide a high quality learning experience appropriate to the needs of the individual pupil. This will enable them to make good progress in their learning and personal development and restore self-confidence and enjoyment. We support the (re)integration back into the most appropriate education provision at the earliest opportunity.

TMBSS supports fair access to our provision.

Access to the Service

This is a referral led service. Places are on a commissioned basis.

- Shropshire Council commissions 156 places which can be accessed by **referral to specialist placement panel** by the pupil's school. Details of this process are contained in the terms of reference. The purpose of these places is to assess pupil needs and to prepare the pupil for their next step, whether it be a return to their mainstream home school or to another provision. Pupils on these programmes are dual registered and the cost is met through higher needs funding.
- **Hospital consultants** can make referrals for pupils who are too ill to attend school and are still accessing hospital treatment on a regular basis.
- TMBSS has some **additional capacity** that can be commissioned directly by schools, the LAC team and other Local Authorities when a pupil does not meet the criteria for a Shropshire commissioned place. On these occasions the funding is the responsibility of the referrer and discussions between TMBSS and the referrer will agree whether the student remains on school roll, TMBSS roll or dual placement.
- In the event that all commissioned places are occupied, additional capacity will be used. However in the event that all additional capacity is being used access to TMBSS will be suspended until places become available.

Induction Process

Once a placement / programme has been agreed, a senior member of staff will do a home visit and following this the pupil and parents/carers will be invited to visit a centre to complete the admissions paperwork. A start date, timetable and an initial induction programme are agreed.

The initial induction programme includes baseline assessments and will be reviewed weekly. It is our aim to move a student to full time provision as soon as possible. Some students move onto a full time timetable immediately. Some students receive a modified timetable for an extended period of time.

- Reasons for a modified timetable may include:
 - Previous very poor attendance at school.
 - Medical advice.
 - Late entry to the PRU (after Jan in Y11).

Modified timetables are reviewed regularly, with an aim to return to full time provision as soon as possible. Commissioners, Parents / carers and schools are kept fully informed of the programme.

Process for New Students – Secondary

1. Referral made to TMBSS via Specialist Placement Panel.
2. Place allocated at TMBSS.
3. Head/Deputy allocate Centre.
4. SLT of designated Centre makes contact and arranges a home visit to discuss the placement, policies and expectations. Transport forms to be completed.
5. Previous school contacted to collect all relevant background/paperwork.
6. Transport to be organised.
7. Centre visit to take place.
8. Start date agreed.
9. Student starts placement – all relevant agencies informed.
10. Baseline assessments to be completed within the first two weeks.
11. PCP's to be completed within the first three weeks.
12. Review dates to be agreed and all relevant agencies informed.

If there is a fixed term contract with a partner school	SDP	Commissioned/Medical placement
<div style="text-align: center;">↓</div> <ul style="list-style-type: none"> - Liaise with partner school and arrange for relevant staff to visit/meet with student within two weeks of start date. - Agree half termly review meetings with parent and partner school. 	<div style="text-align: center;">↓</div> <ul style="list-style-type: none"> - Agree first review with Education Access and parents within 4-6 weeks of start date to discuss educational options. - If mainstream is agreed FAP paperwork to be completed. - Following FAP outcome, follow guidance from Education Access. - If mainstream is not an option, complete EP1 CORE for Educational Psychology assessment if required. 	<div style="text-align: center;">↓</div> <ul style="list-style-type: none"> - Agree a first review with parents and all relevant agencies between 12-16 weeks. - Following 1st reviews – termly reviews to be agreed.