



PCT Education Services  
Positive Progression for All

# Referrals & Admissions Policy

Date policy approved	August 2021	
Next review date.	August 2022	
Approved by: Headteacher	Sally Alden	
Approved by: Governor	David Lloyd	

## Introduction

PCT Education Services' provision is available to both boys and girls, as day students, from across Norfolk and Suffolk. Novaturient School is registered with the Department for Education to deliver an alternative education package to a maximum of 18 students and leaders plan to register Ness Point School early in the autumn. All students are aged between 11 and 16, and each has an Educational Health Care Plan (EHCP) that could detail one or more specific learning difficulties; this is often accompanied by several barriers affecting them accessing appropriate education, including a long history of failing to thrive in mainstream schools and other provisions in the past. This often results in gaps in knowledge this, in turn, results in mistrust and frustration, which can be displayed as challenging behaviour. PCT Education Services focuses on the social, emotional and educational barriers affecting student's future progression. Working holistically, using a child-centred approach, staff at Novaturient School build trust, raise self-esteem and focus on future aspirations. Novaturient School is building a good reputation in demonstrating progress and addressing the needs of some of the hardest to engage young people across Norfolk and Suffolk.

## Referral Process

Norfolk County Council and Suffolk County Council refer all of our students to the school through their placement teams.

If a parent enquires directly to the school for a placement, the Headteacher will provide support and advice and refer them to the appropriate Local Authority (LA).

A representative from the appropriate LA placements team provides completed referral paperwork to the school, and the school then has 15 days in which to assess the child's needs and identify whether those needs can be met socially, emotionally and academically within our school. This assessment of suitability is the responsibility of the Headteacher who is qualified as a specialist SENCO and SEN teacher.

If there are more placement applications than there are places available, PCT Education Services will give preference to children living nearest the school according to the following criteria in this order of priority:

1. Children with an Education Health Care Plan naming the school.
2. Children who are looked after by the LA or a child adopted from care and previously looked after.
3. Students meeting the criteria and living in the local community.

Once suitability has been established, the Headteacher invites in the child and shows them around. If it was agreed that we are the right provision written confirmation is sent to the Local Authority that the school is able to meet the child's needs. The school will then contact the parents or carers to invite them and the student in for a set of taster days.

Once the Headteacher has offered a place, the information is taken to NCC or Suffolk's placement panel. If all parties agree that the school is an appropriate provision for the individual, then written confirmation is provided to the Local Authority who put processes in place to arrange a start date.

The Local Authority will send an offer letter to the parents, and the school will send the young person and their parents/carers an information welcome pack.

## **Information Welcome Pack**

PCT Education Services provides a comprehensive information welcome pack to all new students, which includes the following:

- Introduction to school
- Introduction to the school staff and their roles
- An overview of who is on the Governing Body
- Copy of the school timetable
- Consent forms including medical information and contact details
- Code of Conduct
- School Rules
- Copy of relevant policies and reference to our website
- School behaviour management procedures and Anti-bullying strategy
- Information about how to access the school's Safeguarding Policy and procedures
- Useful contact information including Parent Support and the enrichments team
- Evidence of academic performance during the preceding school year
- Details of our Complaints procedure
- Details of the school SEND Report

## **The parent will be asked to complete and return the following:**

- Home school agreement
- Two forms of Contact details and next of kin if different
- Medical information form
- Trip promotion slip
- GDPR consent form
- Free school dinners form

## **Once Placement Commences**

The new student is allocated to a named member of staff to support their transition into school. An induction will be delivered over the first few days of admission to the school to include an overview of the rules and health and safety procedures.

An Individual Living and Learning Plan (ILLP) will be drawn up between the student/parents and the school therapist. This will provide an up to date baseline assessment. This will help the student to identify where they currently are academically and socially/emotionally and provide valuable information informing the curriculum. This helps with identifying key goals and discussing how we can help them get there. The ILLP will also include identifying the students learning style, social and emotional need, as well as academic ability allowing us to stretch the learner and maximise progression. A student is informally assessed both on social and emotional barriers to learning and their ability within academic subjects from the

day they join and continue through the first term at school. This allows staff to bridge gaps in knowledge alongside remaining relevant and stretching individual ability. Once the student is ready, formal assessment is carried out in literacy, numeracy and ICT. Social and emotional assessment is holistically addressed and supported on a daily basis to reduce barriers and support learning opportunities.

## **Feedback and Reviews**

As well as daily feedback to students through their individual schemes of work, regular feedback is provided to parents/carers and recorded in the communications log. Weekly feedback to parents/carers always has a balance of celebrating success as well as reflecting on areas for improvement with correspondence being kept and recorded with the School Pod communications log. A formal progression report is shared with parents and professionals Annually. Annually an EHCP review is carried out by the school and the Local Authority in conjunction with parents/carers and students and helps to set future targets and update students EHCPs.

Feedback is really important to us; therefore, we undertake separate feedback from parent/carers and students annually. This is carried out independently from school to avoid bias.

## **Complaints Process**

PCT Education Services has a comprehensive complaints policy. This is available on our website and on request from the school office.

For a full list of policies, please refer to the website or ask reception for guidance. Alternatively, call the Head Teacher - she is always happy to help.