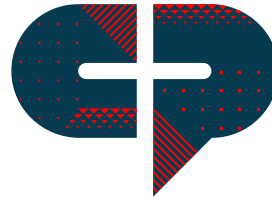


**CP RIVERSIDE
SCHOOL**



REFERRAL AND ADMISSIONS POLICY AND PROCEDURES

Policy adopted and ratified by the Governing Body on	March 2017
Period of review	Annually
Next review date	March 2018

CP Riverside will provide 56 places to young people in Rushcliffe and Nottingham City aged **13p 16** (Years 9, 10 and 11) who for a number of reasons are unable to engage and succeed in a mainstream school.

Through our aim of inspiring young people to lead positive lives, we will promote inclusion, increase attendance and raise standards of behaviour and achievement. Our curriculum will focus on GCSE and Functional Skills in core subjects, employability and enterprise skills, practical subjects such as sport and art alongside behaviour management and social and emotional interventions.

Students supported by our school

CP Riverside will accept students:

- that have already accessed a range of preventative provision in mainstream school without significant impact⁶
- that have explored their school's in house inclusion facility and are still presenting significant challenge⁶
- who would benefit from a personalised education and small class sizes to stabilise behaviour and aid progress and achievement⁶
- who have a clear need for a different learning model and opportunities as offered at CP Riverside.

Number of places

The capacity of the school is 56 places in 2017/18.

Referral Types

Key Stage 3 Referrals:

- A **full-time twelve week** Key Stage 3 placement with a view to a return to school;
- A **full time** Key Stage 3 placement with a view to a return to school for Key Stage 4;

Key Stage 4 Referrals:

- A **full-time six week** Key Stage 4 placement with a view to a quick return to school - offered in extraordinary circumstances with current commissioning schools;
- A **part time** Key Stage 4 placement until the end of Year 11;
- A **full time** Key Stage 4 placement until the end of Year 11.

Registration Arrangements

Where students are on the roll of another school and attend as per our **referral types**, they will be dual registered at their current mainstream school and at CP Riverside. Where students are not on the roll of another school, they will be registered at CP Riverside.

Commissioners will be required to sign a Service Level Agreement for each student outlining respective responsibilities and fees in accordance with the CP Riverside **Fees Policy**.

Referral Arrangements

Commissioners will discuss the referral of a young person with Channeling Positivity's Assistant Principal Student Support and decide if their needs can be met by such a placement. Discussions and decisions will be based on a detailed educational history

provided by the commissioning organisation and meetings with the students and family/carers. If a placement is deemed appropriate, a date will be set for admission.

CP Riverside will offer personalised education packages to all young people who are referred and placed.

Referral Procedures and Student Induction

To acquire a place at CP Riverside, young people must be referred by an educational establishment or local authority (commissioners). Commissioners will be required to complete a referral form.

The Principal of CP Riverside will be the first point of contact for new commissioners.

Once a referral has been identified by the commissioner, the referral form should be sent directly to the Assistant Principal Student Support.

The length of the referral process

Once students have been appropriately identified by the commissioning school or local authority, a minimum 1e week transition will take place with the aim of not exceeding 2 weeks. The length of this process will be measured from receipt of the referral form.

How to make a referral

The referral process will involve 4 stages.

Stage 1 e Commissioners in the first instance will be required to complete a referral form. This form is downloadable from Channeling Positivity's web site or the form can be sent to commissioners following a verbal or written request. The referral form will ask for key information which will include KS2 attainment, current attainment, FFT targets, SEND, individual education plan, individual behaviour plan, attendance and behaviour history.

Following receipt of the referral form, the Assistant Principal Student Support of CP Riverside will make every attempt to schedule a meeting within 2 working days.

Stage 2 will involve an undisclosed pupil pursuit conducted by a CP Riverside mentor. This will involve a subtle shadowing and observation of a student in their mainstream school. This may take place over one or two half days. Following the observation, the student will meet with our mentor and their current mainstream school tutor to discuss the outcomes. It will be extremely important for our mentor to observe usual behaviour and crosse reference this with the Stage 1 information. We will also schedule an informal student and parent/carer visit to CP Riverside.

On successful completion of stage 2 an agreement will be reached on a start date. CP Riverside is committed to offering a placement that provides sufficient time for intervention strategies to embed and generate new positive habits to learning, reintegration and success. We expect that any support which is made available to a young person from other agencies prior to referral continues.

Stage 3 a series of induction activities/workshops/baseline assessments will take place prior to the start date. Where students are due to start in September, the induction stage will take place in July at CP Riverside with the student's assigned mentor and their existing mentees. The induction activities will be short and will also serve as initial assessment activities and focus on 3 learning styles, visual (watching and reading), auditory, and kinaesthetic.

Mid year referrals will be asked to complete baseline assessments at their commissioning school.

Stage 4 Probationary Period – all students will be subject to a 6e week probationary period. At the end of this probationary period there will be an approval review meeting held with the Assistant Principal Student Support, the assigned mentor, the commissioning school, and the student and parent/carer. This meeting will consider the student's engagement in school, academic progress, personal development, behaviour and attendance. If student's attendance is below 90% during this probationary period this may result in their placement being withdrawn.

Where a referral is made mid term, the 6e week probationary period will commence from the assigned starting date. For students who have been referred to CP Riverside mid term, discussions will be held as to the possibility of a phased entry, in order to help the student integrate into an established student body. An example of a possible phased entry:

week 1	a minimum of 2 hours a morning;
week 2	5 full mornings;
week 3	full timetable.

Failure to adhere to this criteria may lead to an unsuccessful approval review meeting.

The views and wishes of young people and their families/carers are an integral part of our referral process.

Unsuccessful Referrals

In the unlikely situation that CP Riverside is not able to meet the needs of a student it may be necessary to withdraw the placement. Placements which are at risk will be communicated to commissioners in a timely manner to allow for considered alternative arrangements to be made. CP Riverside will ensure that the commissioning school receives all necessary academic and personal development information to aid a smooth transition.

Oversubscription Criteria

Where, at the point referrals are sought, there are more referrals than places available, CP Riverside will apply the following criteria in order to determine who is admitted:

- whether the student is on roll of one of our current commissioning schools
- the date of the referral, with those received earliest being given priority
- looked after children
- young people living closest to CP Riverside

Distance will be measured in a straight line from the student's front door to the front gates of CP Riverside. If two young people live exactly the same distance away, places will be allocated by random allocation (i.e. the drawing of lots).

Where we are unable to offer places, we will place any young people refused admission on a waiting list on request. CP Riverside will maintain this list until the end of the school year and it will be open to any commissioner to ask for a young person's name to be placed on the waiting list.

A student's position on the waiting list will be determined in accordance with the admission criteria set out above. Where places become vacant they will be allocated to young people on the waiting list in accordance with the oversubscription criteria.

Appeals against any refusal to accept a referral

As all types of referral involve case by case scrutiny, consultation and discretion from Channeling Positivity's Principal, the offer (or not) of a place will be through mutual agreement during the referrals process. However, in exceptional circumstances where agreement cannot be reached, the commissioner must write to the Principal outlining the reasons supporting the referral and any supporting documentation. The Principal will consider this and reply within 5 working days, stating Channeling Positivity's position. If a place is not granted following this review, the commissioner may make a final appeal to the Appeal Committee of the Trust.

Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process. If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at Academy.QUESTIONS@education.gsi.gov.uk.

Equal Opportunities

CP Riverside prides itself on being an equal opportunities and non-discriminatory school. Each admission will be considered on a case by case basis to ensure that the young people that are offered places will benefit from the education provision we offer. CP Riverside is fully committed to policies of non-discrimination as defined in legislation.

Communication

The school landline telephone number is 0115 986 4098.

Please use the following direct contact information:

Mark Eyre Assistant Principal Student Support mark.eyre@channelingpositivity.co.uk
Claire Kay Business Manager claire.kay@channelingpositivity.co.uk

Documents to support this process:

Referral Form

Referral Timeline

CP Riverside Prospectus Fees

Policy

Service Level Agreement