

**CP RIVERSIDE  
SCHOOL**



# **REFERRAL AND ADMISSIONS POLICY AND PROCEDURES**

Policy adopted and ratified by the Governing Body on	July 2018
Period of review	Annually
Next review date	March 2019

CP Riverside will provide 56 places to young people in Nottinghamshire and Nottingham City aged **13-16** (Years 9, 10 and 11) who for a number of reasons find it difficult to engage and succeed in a mainstream school, or are without a school place.

#### *Para 2*

CP Riverside provides a supportive and aspirational environment which aims to ensure students make the progress they need in order to achieve qualifications that are appropriate and provide a pathway to a sustainable post-16 destination.

### **Students supported by our school**

CP Riverside will accept students:

- that have already accessed a range of preventative provision in mainstream school without significant impact;
- that have explored their school's in-house inclusion facility and are still presenting significant challenge;
- who would benefit from a personalised education and small class sizes to stabilise behaviour and aid progress and achievement;
- 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 2018/19.

### **Referral Types**

#### Key Stage 3 Referrals:

- A **full-time** year 9 placement through to year 11;
- A **full time** year 9 placement with a view to a return to school for Key Stage 4;

#### Key Stage 4 Referrals:

- 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 CP Riverside's Vice Principal, Culture and Standards 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. Existing or previous commissioners should make direct contact with the Vice Principal, Culture and Standards (VP C&S).

Once a referral has been identified by the commissioner, the referral form should be sent directly to the VP C&S.

### **The length of the referral process**

Once students have been appropriately identified by the commissioning school or local authority, a minimum 1-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** - Commissioners in the first instance will be required to complete a referral form. This form is downloadable from CP Riverside'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 KS3 attainment, current attainment, SEND, individual education plan, individual behaviour plan, attendance and behaviour history. Commissioners should send supplementary evidence such as risk assessments, EHCP documentation and multi agency involvement to support a placement decision.

Following receipt of the referral form, the VP C&S of CP Riverside will make every attempt to schedule a meeting within 2 working days.

We will schedule an informal student, parent/carer and commissioner visit to CP Riverside.

**Stage 2** - This visit will consist of a tour of the school, a conversation about our curriculum structure and approach to education and an informal conversation about the students reasons for alternative education. If all parties believe CP Riverside is able to meet the needs of the student and the student demonstrates a clear willingness to engage in CP Riverside a place will be offered.

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 and baseline assessments will take place prior to the start date, in order to ascertain current working levels therefore enabling us to monitor progress more effectively. 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.

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

**Stage 4 Probationary Period** – all students will be subject to a 6-week probationary period. At the end of this probationary period there will be an approval review meeting held with the VP C&S, 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 6-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 CP Riverside'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 CP Riverside'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](mailto: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      Vice Principal Culture and Standards  
[mark.eyre@cpriverside.co.uk](mailto:mark.eyre@cpriverside.co.uk)

Claire Kay      Director Business, Finance and HR  
[claire.kay@cpriverside.co.uk](mailto:claire.kay@cpriverside.co.uk)

### **Documents to support this process:**

Referral Form  
CP Riverside Prospectus  
Fees Policy  
Service Level Agreement