



REFERRAL AND ADMISSIONS

POLICY AND PROCEDURES

Period of review	Annually
Next review date	September 2026

RATIONALE

Our school provides opportunities for up to 50 students in years 8-11 who have not been successful within a mainstream school to achieve and develop alongside peers in an aspirational and supportive school environment. Our school has several similarities to a mainstream school, such as the structure of the school day, 50-minute teacher-led lessons and our robust curriculum. The curriculum at CP Riverside School allows students to study a curriculum of solely GCSE subjects or a combination of GCSE and vocational subjects, in line with the typical offer of mainstream schools. We provide a high-quality education for students who wish to be part of a small-school community and value a knowledge-rich education experience.

There are also many differences between CP Riverside School and mainstream schools, such as our restorative and relational approach to improving behaviour and the frequency of mentoring and coaching opportunities to ensure that all students receive the individual and personalised support they need.

We are passionate about ensuring our students can compete with mainstream peers for post-16 places and move one step closer to achieving their career ambitions.

STUDENTS WE SUPPORT

CP Riverside School will consider referrals for students:

- who have accessed a range of preventative interventions in mainstream schools without significant impact;
- who are currently without a school place and would benefit from being part of a small school community;
- 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 School.

NUMBER OF PLACES

The capacity of the school is 50 places in 2025-2026.

REFERRAL TYPES

Key Stage 3 Referrals:

- A **full-time** year 8/9 placement through to year 11;
- A **full-time** year 8/9 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 (offered in exceptional circumstances)
- A **full-time** Key Stage 4 placement until the end of Year 11.

REGISTRATION ARRANGEMENTS

Students on the roll of another school and who attend as per our **referral types** will be dual registered at their current mainstream school and CP Riverside. Where students are not on the roll of another school, they will be registered at CP Riverside. CP Riverside School is opposed to taking students on single-roll where the referral has been made by a mainstream school or by a mainstream school in collaboration with a local authority.

Commissioners must sign a Service Level Agreement for each student outlining respective responsibilities and fees.

REFERRAL PROCESS

The referral process will involve four stages.

Stage 1: Making a Referral

Commissioners, in the first instance, will be required to complete a referral form. This form is downloadable from CP Riverside School's website (www.cpriverside.co.uk), or the form can be sent to commissioners following a verbal or written request to the school's Referral Team.

Essential information including, but not limited to, KS3/4 progress, current attainment, SEND, attendance and behaviour history, will be requested as part of completion to ascertain whether or not CP Riverside is considered a suitable placement for each new referral. Commissioners should also attach additional evidence, such as risk assessments, EHCP documentation and multi-agency involvement, to support a placement decision.

On receiving a completed referral form, a member of the Referral Team will confirm receipt within 24 hours and make every attempt to schedule an initial visit within five working days.

Stage 2: Initial Visit

This visit will consist of a tour of the school, a conversation about our curriculum structure and approach to education and a discussion to identify why alternative education is being sought. Should all parties believe CP Riverside can meet the student's needs and the student demonstrates an evident willingness to engage, the Referral Team will convene a meeting within 24 hours and inform the commissioner of their decision afterwards.

If it is decided to proceed with the referral, CP Riverside School will offer two induction dates within 7 working days after the initial visit. This time is essential to ensure that all staff and students are aware of new starters joining the school and identifying intervention strategies designed to support success.

We expect any external support from which the student benefits will continue as part of their ongoing education, progress and development.

Stage 3: Induction Days

A series of induction activities and baseline assessments will occur before the start date to ascertain current working levels, enabling us to provide a suitably challenging education and monitor students' academic and personal progress more effectively. Where students are due to start in September, the induction stage will occur in July. In contrast, mid-year referrals are likely to be inducted individually or as part of a smaller group of students starting at a similar time.

Stage 4: Induction Period

All students will be subject to a 6-week induction period. At the end of this induction period, an approval review meeting will be held between CP Riverside School, the commissioning school, the student, and the parent/carer. This meeting will consider the student's engagement in school, academic progress, personal development, behaviour and attendance. Should a student's attendance fall below 80% 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 referred to CP Riverside mid-term, discussions will be held as to the possibility of a phased entry to help the student integrate into an established student body.

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

The length of the referral process

Once the commissioning school or local authority has appropriately identified students, 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 completed referral form.

UNSUCCESSFUL REFERRALS

Termination of placement

Should a student's place at CP Riverside be deemed as no longer tenable, a Termination of Placement Notice (TPN) will be issued to the commissioner. A student's place at CP Riverside School will be deemed as no longer tenable if one or more of the following criteria are met:

- Incidents of a violent nature
- Incidents involving drugs or weapons
- A persistent refusal to engage with support or intervention offered
- An attendance percentage of 80% or less, where school avoidance is not listed as one of the main reasons for referral
- Communication between the commissioner and CP Riverside School is no longer effective
- The Provider can no longer meet the student's emerging or present needs.

This TPN will inform the commissioner that the student will receive a 5-day fixed-term exclusion and that the commissioner will be responsible for the student's education thereafter. CP Riverside School will supply work for the student to complete during the exclusion period.

Should a gradual decline in a student's behaviour, attendance or progress become evident, information will be communicated to commissioners promptly 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

Should a situation arise whereby there are more referrals than places available, CP Riverside will apply the following criteria to determine who is admitted:

- whether the student is on the roll of one of our current commissioning schools
- the date of the referral, with those received earliest being given priority
- whether the student being referred is in the care of a local authority
- 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 cannot 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.

CP Riverside School's Principal will determine a student's position on the waiting list by following the admission criteria above. Where places become available, they will be allocated to young people on the waiting list following the oversubscription criteria.

Appeals against any refusal to accept a referral

As all types of referrals 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 an 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 five working days, stating CP Riverside's position.

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 opportunity and non-discriminatory school. Each admission will be considered on a case-by-case basis to ensure that the young people who are offered places will benefit from the educational provision we offer. CP Riverside is fully committed to non-discrimination policies as defined in legislation.

COMMUNICATION

The school landline telephone number is 0115 986 4098, and the Referral Team can be contacted using referrals@cpriverside.co.uk.

SUPPORTING DOCUMENTATION

Referral Form

Service Level Agreement

ADOPTION BY GOVERNING BODY



(Principal)

Date: September 2025

(Chair of Governors)

Date: September 2025