



# Royal Free Hospital Children's School

## Admission's Policy and Procedures

### Dec 2019

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#### Background

The Royal Free Hospital (RFHCS) is funded as a 42-place special school and caters for pupils between the ages of 5 and 16. The school has a statutory obligation to provide education for children who are in-patients at the Royal Free Hospital. In addition the school provides education for patients referred to the RF CAMHS Eating Disorders Intensive Programme at Queen Mary House. There is also alternative provision of around 20 FTE places for secondary age pupils between the ages of 14-17 whose medical/mental health condition has meant they are unable to attend their mainstream school, and their education has been affected as a result. The school also manages the delivery of medical needs outreach teaching for the local authority, Camden – admission arrangements are set out in the separate **Outreach Teaching Service Policy**.

#### In-patient pupil admission

All children on the ward between the ages of 5 and 18 are admitted to the school regardless of their length of stay in hospital. Pupils will be taught either in the classroom or on the ward; whichever is most appropriate to –

- Meeting their medical, emotional or educational needs
- Ensuring the most efficient and effective use of teacher time

- Ensuring health and safety considerations in relation to the number of pupils attending the classroom
- Contributing to pupils' personal, social; moral, spiritual and cultural; social and emotional development

In the unlikely event that the school is unable to provide for all children of school age during any one session, priority teaching will be given to long-stay in-patients pupils and day attending pupils, before regular recurring pupils and short-stay in-patients.

### Pupil admission criteria

The admissions procedure follows the SEN Code of Practice: Parents/Carers have the right to express their preference for this school, but the school can only consider pupils for admission that have been referred by their Local Authority (LA), whose needs fall within our admissions criteria (see below) and where there is any physical capacity in the school. If the Day School is full, the pupil's name may be held on an admissions list until a suitable place becomes available.

An essential pre-condition of consideration for acceptance, is that the pupil must have a diagnosis related to their medical or mental health. This would include –

- **In or outpatients** seen by an RFH paediatric consultant who wishes him/her to attend the RFHCS for a specified period of time to support further medical investigation or facilitate daily outpatient treatment, which is causing severe disruption to the pupil's education.
- **In or outpatients** seen by the RFH CAMHS to support mental health such as severe anxiety disorder, school refusal, depression, or self-harm. A short term placement is sought to support observation or further assessment, a staged return to mainstream school, and/or a link back into education or the wider community.
- **Children on the RFH CAMHS Eating Disorders Programme** as **day patients**
- **Siblings** who are in hospital with their family whilst their brother or sister is an **inpatient** on the paediatric ward. Admission is at the discretion of the Headteacher.

Pupils on the full time **Day School GCSE Programme** tend to have complex and inter-related special educational needs affecting their ability to learn which would include one of the following:

- Significant emotional vulnerability or mental health needs affecting their ability to thrive in mainstream school
- Severe and persistent attendance issues in association with significant anxiety, emotional vulnerability and/or school refusal

***Although pupils' social communication, emotional and social development needs may impact on their behaviour at times, the school is not appropriate for any significant emotional and behavioural difficulties that either present a risk to others or impact on the ability of other members of the group to learn and make progress.***

### Admissions Procedure for inpatient pupils

#### Short-stay inpatients

School staff meet every morning to identify inpatients well enough to engage in some form of education.

Handover includes information regarding the young person's medical, social or psychological condition, which might affect their attitude or their ability to learn (e.g. side effects of medication, specific physical requirements or constraints) and whether -

- It is recommended the young person comes to the classroom or should be taught on the ward (E.g. may be in an isolation room)
- The young person is due any treatment or intervention during the school day
- The young person has a special educational need or disability

All young persons referred to the school are offered education; either in the classroom or on the ward, staffing permitting.

Staff aim to speak to all parents of potential ward pupils to inform them of the RFHCS and its role in supporting their child's recovery and maintaining educational continuity.

### **Long-stay or recurring inpatients**

For long-stay or recurring inpatients, the daily admission arrangements are very similar. Paediatric Consultants, nursing staff and a representative from the school meet weekly; at the Eating Disorders Team Meeting, at the Gastro Psychosocial and General Psychosocial meetings, where identified children's current or future engagement with the school and needs are discussed. This could be a young person;

- Missing mainstream education for a long period of time; either due to hospital admission or prolonged care at home, who would benefit from continued attendance at the RFHCS.
- Who would benefit from teacher assessment

### **Referral to Day School GCSE programme**

Referral enquiries can be made informally in the first instance by emailing or telephoning the Headteacher. The school will consider referrals from outside Camden but gives clear priority to children;

- resident in Camden
- currently attending a school in Camden

Referral to the programme must be supported by a Paediatric or CAMHS consultants from Royal Free Hospital and/or associated hospitals. The school will also consider referrals from other professionals and services such as Camden Inclusion Team and Camden Special Educational Needs Department. Community Child Health, the Tavistock Clinic, Community Consultant for a Tier 4 discharge.

Admission to the full time GCSE programme is funded through an SLA (see KS4 SLA) and funding is provided by the pupil's home school or local authority. There is a separate SLA for children outside Camden or not attending Camden schools.

The school will consider children with EHC plans but funding must be agreed in advance at an appropriate level to meet the young person's needs while on the programme. (see KS4 SLA)

The Headteacher requests and collates information from all professionals involved with the young person. The Head or Deputy Headteacher generally also meet with young person's paediatric consultant and/or CAMHS therapist to discuss –

- The reasons for the referral

- The suitability and purpose of the placement
- Whether the referral is for part-time or full-time attendance
- The anticipated length of admission to the RFHCS
- Whether parental agreement has been obtained
- The young person's view of such a placement
- The CAMHS Psychological Support Plan and/or risk assessment
- Any pertinent information obtained from the pupil's mainstream school or LA.

Placements are agreed as a result of multi-disciplinary discussions to ensure the needs of the child are met holistically.

If the young person meets the admission's criteria (See p2) and is offered a place, a Student Information Passport will be sent to their home-school. This includes academic information and an alert for health and safety risks.

### **Admission Meeting**

The school will then arrange an admission meeting. This will involve –

- The Head/Deputy Headteacher and member of staff who will become the young person's Personal Tutor
- The referring Paediatric and/or CAMHS Consultant or his/her representative
- The parent(s)/carer(s)
- The young person (for all or part of the meeting, as appropriate)
- Professionals involved with the young person's health, education and welfare

The agenda will include –

- Background/Reason for Admission; medical diagnosis and impact on education.
- CAMHS Support Plan and any known risks.
- Completion of a Healthcare plan where appropriate.
- Discuss completed Pupil Passport, pupil's strengths and interests, and personal targets
- Support/Provision needed: Personal/Social needs. Health/Medical needs. Education/Curriculum needs.
- Other agencies: Mainstream School. Educational Psychologist. CAMHS. Consultant/Hospital. CSF. Social Care. EWS. Connexions. Therapeutic Services.
- Parental view of placement
- Pupil view of placement
- Timetable for re-integration/transition where appropriate
- Introduction to Personal Tutor
- Signing of Pupil Agreement

Parents will then be asked to complete an Admission Information form and sign a Home-School Agreement.

### **Admissions Procedure for EDIS pupils**

The RFH CAMHS also refer day patients from their RF CAMHS Eating Disorders Intensive Service (see also EDIS Protocols) for education in the RFHCS schoolroom at Queen Mary House. These children are resident

in Camden, Barnet, Haringey, Islington or Brent and would remain at the school at QMH for the duration of their time with the Eating Disorders Intensive Programme. The CAMHS Team would liaise directly with the Headteacher, in advance of a child being placed at the school. This ensures –

- There is a place available in the classroom at QMH
- The teacher in charge has met with the child's therapist
- Teaching staff have had time to contact the child's school to obtain educational information.

### **School Roll**

Pupils admitted to the RFHCS remain on their mainstream school's roll and will be classified as 'dual roll' for census purposes. Occasionally the RFHCS is the young person's sole registered school. On the GCSE Programme pupils in Year 10 remain on dual roll while those in Year 11 can move to single registration after an agreed induction period.

### **Post 16 pupils**

In exceptional circumstances, the school may be able offer a place to children who for mental health or medical reasons need to repeat their Y11 to re-sit/take core GCSEs. A pupil's mainstream school/home borough must agree to directly fund any additional support required and or fund their continued placement.

The Governor's Pastoral and Academic Committee will consider applications at the Headteacher's discretion applying the following criteria:

1. Where a pupil who has not been attending our school has experienced physical or mental health challenges or a health trauma that has prohibited them from taking GCSE exams at the age of 16. In such a case the school will also have assessed that they are likely to be successful in repeating the year and joining the GCSE programme at the age of 17.
2. Where a pupil who is currently part of our Day school experiences the onset of a physical or mental health challenge that is over and above their identified ongoing condition and as a result is unable to take their GCSEs at the age of 16. In such a case the school will also have assessed that they are likely to be successful in repeating the year and taking their GCSEs at the age of 17.

### **Non-Admission and Appeal**

In the event that a young person is refused admission to the RFHCS, the Headteacher will contact/write to the professional making the referral and, where appropriate to the young person's parent(s)/carer(s), outlining reasons why their child cannot be admitted.

Parents have the right to appeal to the Governing Body for re-consideration.

### **See also**

Outreach Teaching Service Policy  
EDIS Protocols

**Date reviewed:**

**December 2019**

**Date of next review:** December 2020

**Date approved by the Governing Body:** 12/12/19