

# Springwell Lincolnshire Admissions and Referral Arrangements for the academic year 2018/19

## Introductory statement

Springwell Lincolnshire is the term used to describe the Wellspring Academy Trust's Alternative Provision in Lincolnshire. For the academic year 2018/19 this provision is a combination of Lincoln City Academy (Smith Street, Lincoln), its satellite, interim sites\* and the development of four new free schools. The four free schools are all planned to open during this academic year in Lincoln, Mablethorpe, Grantham and Spalding.

*\*Temporary, interim provision is currently being used in Boston, Baumber, Mablethorpe & Gainsborough.*

Springwell Lincolnshire provide a caring, nurturing and developmental environment for young people who have been excluded from or are at risk of exclusion from mainstream education. After receiving our support over a period of time we will ensure that individuals move on to their next destination having felt known, valued and understood.

The aim of Springwell Lincolnshire is to re-engage its students into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

## Students supported by the school

Springwell Lincolnshire has a core purpose to deliver education programmes (on behalf of the Local Authority) to challenging or vulnerable children and young people who are not in school for a variety of reasons;

- Pupils who have been permanently excluded from school
- Children and young people who are at risk of permanent exclusion from school.

These placements are classed as intervention placements. Mainstream schools can refer for a placement at the nearest Springwell alternative provision once they have worked through steps 1 and 2 of the Lincolnshire Ladder of Behavioural intervention. Schools submit referrals to the Local Authority Pupil Reintegration Team and each case is discussed at a fortnightly Independent Review Panel (IRP) attended by Lincolnshire County Council (LCC), Springwell Lincolnshire, Behaviour Outreach Support Service (BOSS) and guest headteachers.

The Lincolnshire Ladder of Behavioural intervention is included as an appendix.

## Number of places available

Springwell Lincolnshire will provide education for up to 252 pupils across all of its sites in Lincolnshire. These are broken down as follows:

Key Stage 1-2: 82

Key Stage 3: 71

Key Stage 4: 99

The school operates a maximum class size of 8 pupils in order that the educational provision is effective and safe.

Springwell Lincolnshire will use best endeavour to provide additional 'flex' placements, over the 252 planned places (10%), in the final part of the school year\*, of up to 25 referrals. These 'extra' places will be provided at no additional charge to the commissioners due to the school being funded as full in September although not at full capacity.

*\*Demand for places increases during the year and is at a peak between Easter and June before year 11 leavers release places again.*

Additional commissioned places may be available through negotiation with commissioning bodies and Springwell Lincolnshire. Springwell Lincolnshire is not a designated Post 16 provider. We will end our intake at Year 11.

*In considering the school's position prior to responding to the local authority, the school will take account of the planned class size, year group numbers and learning area into which the child would be placed. The school's position is that the maximum class size and Key Stage size is set out in this policy and numbers in excess of that maximum should be grounds for incompatibility within the provision of efficient education as it would run contrary to the model of educational provision which works effectively within the school.*

## Registration arrangements

Where students are on the roll of another school and attend for a short period of time (i.e. intervention placements through agreement with the host school) the student will be dual registered at his/her current school and the academy that they attend.

Where students are not on the roll of another school (i.e. mainly where they have been permanently excluded) they will be single registered at the academy that they attend.

## Referral arrangements

To acquire a place at the school, children must be referred by commissioners. The referral EXC3 form and Intervention place referral form are appendices to this document.

Who can refer:

**Schools/Academies:** Referrals via permanent exclusion - comprehensively completed EXC3 or equivalent and all supporting documents must be included. Referrals for intervention places in line with commissioning body protocol (Lincolnshire ladder of behavioural intervention)

For exceptional cases the local authority will agree on admission with Springwell Lincolnshire.

How to refer:

**1. Permanent Exclusion:** Complete the EXC3 form – fully completed forms with supporting evidence must be in place. Incomplete forms or lack of supporting documentation will trigger the forms and referral being returned. There is an expectation that the Headteacher or representative of the excluding school makes contact immediately with the local authority to inform of their decision to permanently exclude. The EXC3 or equivalent must be with Springwell Lincolnshire by the date of the Permanent Exclusion in order for Springwell Lincolnshire to be able to make 6th day provision.

**2. Intervention Placement:** for children and young people at risk of permanent exclusion. Schools follow referral protocol agreed through the Lincolnshire County Council and Springwell Lincolnshire. Referral forms should be submitted to Lincolnshire County Council (LCC) Pupil Reintegration Team [Out\\_of\\_School@lincolnshire.gov.uk](mailto:Out_of_School@lincolnshire.gov.uk) and are brought to the fortnightly allocation panel where a discussion is held and decision made about each case to ensure transparency and openness.

**3. Exceptional cases.** where pupils who are not attending mainstream school and for whom a mainstream place is not appropriate the local authority can refer for an intervention placement using the intervention referral form to detail historic school information. These cases will be discussed at fortnightly meetings between Springwell Lincoln City Academy and the Local Authority to ensure that the placement is appropriate.

For more information and copies of referral forms please see <https://microsites.lincolnshire.gov.uk/children/schools/inclusive-lincolnshire/128704.article>.

Other services and agencies (e.g. Education Support Services, Educational Psychology, Youth Justice Service, Social Care) and parents and carers may be asked to supply additional information to support the referral process. Intervention places are offered only when agreement has been reached with the mainstream school and parents or carers.

**Intervention Places:** Pupils can access time limited intervention places at Springwell Lincolnshire Free Schools through agreement with commissioning bodies and Springwell Lincolnshire.

**Exceptional Cases:** In some situations pupils can access places at Springwell Lincolnshire Free Schools through agreement with Springwell Lincolnshire and the commissioning bodies, examples of these exceptional cases could be:

- A pupil who is without a school place (detached) and has a complex educational history\* which supports the need for an alternative setting.
- A pupil who has been registered as Child Missing Education and for whom, when located, an alternative setting is considered appropriate provision due to their complex history\*†
- A pupil who has been registered as Child Missing Education and for whom when located has a complex educational history\*† which supports the need for an interim placement pending a long term setting being identified.

\*Complex history – Pupils with a complex education history will have one or more of the following:

- A pupil who has previously been attending an alternative provision out of county and is not deemed school ready by professionals via a multi-agency meeting
- A pupil who has two or more Permanent Exclusions with the most recent exclusion being within 2 years of the request for a place.

‡The pupil must have moved out of their school's area of coverage e.g. Catchment Area.

Whilst strenuous efforts will be made, lack of information should not delay the provision of education – it may be difficult to source detailed information for a student who falls into the categories as set out above.

Transfer of Records: The transfer of records;

- For permanently excluded pupils, Springwell will work with the processes and systems of the commissioning bodies.

Admissions Meeting: All students will attend an admissions meeting with Springwell Lincolnshire staff and associated parties as outlined by commissioning body processes.

In some, cases, KS4 intervention pupils will not return to home school on a full-time basis, unless they are deemed suitable for reintegration. Planning meetings should still secure commitments from the school since the pupil will remain dual registered and the school retains responsibility for outcomes.

For **permanently excluded** and **exceptional case** KS1-4 pupils, admission and review meetings will involve the commissioning body as well as Springwell Lincolnshire, pupil and parents to ensure that progress towards reintegration is tracked.

## Commissioning process

### Point of contact

The point of contact for commissioners is;

- Springwell Lincolnshire Executive Vice Principal: Lisa Ashcroft-Day
- Tel: 01522 527641
- Email: [lisa.day@springwell-lincs.co.uk](mailto:lisa.day@springwell-lincs.co.uk)

### Local Authority commissioners

Lincolnshire Local Authority (LA) is responsible for arranging full-time education for permanently excluded pupils. The LA commissions Springwell Lincolnshire to enable it to fulfil this legal duty.

When the commissioner is a local authority, it will be purchasing places at the school. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification. The Specification will set out the obligations of the school, the commissioning authority and the child's host school so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance. The school will seek and welcome contractual arrangements with key local authorities proximal to the school. The school will collate demographic and outcome data gathered in relation to

the pupils' needs, attendance, academic performance and behavioural presentation in the school. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

## School and academy commissioners

The school will also provide similar contracting procedures for individual schools and academies. This will be a local service level agreement arranged with the school or academy to provide alternative provision according to need. This will be bespoke in order to provide personalised programmes of alternative provision.

When the commissioner is a school or academy, it will be purchasing places at Springwell Lincolnshire. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification. The Specification will set out the obligations of the school and the commissioning school or academy so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance. Springwell Lincolnshire will seek and welcome contractual arrangements with key schools and academies proximal to Springwell Lincolnshire. Springwell Lincolnshire will collate demographic and outcome data gathered in relation to the pupils' needs, attendance, academic performance and behavioural presentation in the school. This will be reviewed jointly with the school or academy commissioner on an agreed schedule.

## Funding

Each full-time equivalent place in alternative provision free schools will attract base funding of £10,000 per place.

Commissioners (schools, academies and local authorities) will provide top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the pupil's assessed needs and the cost of meeting those needs in the school.

Top-up funding;

- Top-up funding is paid by the local authority or other school or academy that commissions the place and relates to pupils actually occupying places, for example for a pupil who is permanently excluded, funding will come from the Local Authority's high needs budget.
- For places commissioned by schools, the school pay the agreed top-up funding for the individual pupil, either from its delegated budget share, or from funds devolved to schools, in a fair and transparent way.
- Top-up funding rates are determined fairly and paid monthly.

Top-up funding (which as of 2018-19 is agreed at a set rate of £10,500 for full and part time places) is agreed with the commissioner on an annual basis and paid in full at the start of the academic year.

## Induction

Once a placement is agreed all students will attend a planned induction programme.

Once a student has undertaken the initial meeting with parents/carers and Springwell Lincolnshire staff, they undertake a baseline assessment comprising of assessment in English and Maths, and they also complete a Boxall Profile with staff. Students are placed in the class which is most appropriate to them based on their academic ability, chronological age and their proximity to the

centre. Where students have a historical conflict with another student from the same area or school, this is taken into account and they may be placed at a different centre initially.

As Springwell Lincolnshire is the only Alternative Provision in the area, permanently excluded children will receive a full time placement. The student's induction is decided based on the social emotional needs of the student, including their level of anxiety, and also taking into account their child protection status where appropriate.

Students are continually monitored and assessed through both group activities, one to one sessions with staff, and feedback by staff to the Head of Centre.

## **Criteria to be applied in respect of other pupils when oversubscribed.**

The following oversubscription criteria will apply when there are more referrals than places available in order of priority:

- (1) Children who are permanently excluded prioritised in the following order:
  - a. Children who are looked after by a local authority
  - b. Other permanently excluded children.
- (2) Children referred under the exceptional cases procedure prioritised in the following order:
  - a. Children who are looked after by a local authority
  - b. Other children referred under the exceptional places procedure .
- (3) Children referred for an intervention place prioritised in the following order:
  - a. Children who are looked after by a local authority
  - b. Other children referred for an intervention place.

Where, after applying the above criteria in order, two or more referrals are tied for the last available place we will first ask the commissioner to decide which child should be admitted and if that fails to determine who shall be admitted, we will apply random allocation to decide. '

## **Offers**

Offers of places are made in line with agreed protocol from commissioning bodies.

Referrals will be accepted unless the following apply, the commissioner fails to fund the place, or the school is full.

## **Procedure following an offer**

Once the offer of an intervention place has been made, if the commissioner fails to accept the place by an agreed date, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

## **Appeals against any refusal to accept a referral**

Wherever a referral is refused, the commissioner can submit an appeal to the Wellspring Academy Trust at [info@wellspringacademies.org.uk](mailto:info@wellspringacademies.org.uk). Any appeals will be heard within 15 working days.

## Complaints

Any objections to this policy or its application should be raised with Wellspring Academy Trust. To view the Complaints Policy [click here](#).

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

The academy is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

## Review

This policy will be reviewed annually and any amended policy for the following September will be published on the school's website before the end of the preceding September (i.e. the policy for 2018 referrals will be published in September 2017). The policy will remain on the website throughout the school year.

## Links to other policies

This policy should be read in conjunction with the school's other policies published here: <http://springwell-lincs.co.uk/parents-carers/policies/>