



## ADMISSIONS AND REFERRALS POLICY

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## Admissions and Referrals

### Who is eligible for Ashley College?

Students of statutory school age who live in Brent, and who either:

- expect to be absent from school for health reasons for 15 days or more (these may be non-consecutive); or
- have school attendance of below 50% for health reasons.

### What kind of health needs?

We support pupils with health needs that include:

- physical illness or injuries
- significant, complex mental health needs preventing them from accessing mainstream school curriculum; these can include:
  - low mood (general pervasive unhappiness) adversely affecting social and emotional functioning / clinical depression
  - anxiety symptoms such as intense, specific fears or school phobia, obsessive-compulsive behaviours, difficulties separating from parents, panic attacks – often also manifesting in social isolation or physical symptoms
  - experience of trauma (e.g. sexual or physical abuse, domestic violence, medical trauma, accident, act of terrorism, war, natural and human-made disaster, suicide, and other traumatic losses) resulting in severe, persistent social and emotional difficulties
  - high risk of harm to self or others due to emotional or social communication difficulties

In the absence of a formal mental health diagnosis, supporting evidence will need to be provided by a mental health professional to support the referral.

Some of our students have:

- not coped well with mainstream education
- poor attendance
- experienced significant bullying
- been or still are at risk of abuse
- struggled to cope with the curriculum and organisation of their home school
- special educational needs or disabilities
- had or have eating disorders
- had or have insomnia

### What does Ashley College offer?

Most of our students are dual-registered with their home school and Ashley College.

We provide a broad and balanced curriculum from Key Stage 1 – Key Stage 4 with a full range of accredited examinations (GCSE etc.) as well as a therapeutic curriculum. We teach students in small groups in our centre, or, where students are unable to leave home, via home tuition or online learning. Each student has a personal learning plan designed for their individual needs, which may include days or part days at their main school placement.

Placements with Ashley College may be short or long term according to need. Schools from which our students arrive are required to review regularly whether or not it remains appropriate that the student concerned continues with alternative provision at Ashley College. We aim to return students to mainstream education and on transition we negotiate a reintegration plan for each student.

Our service is described in more detail under [['About us' – click here](#)].

## **Who can make a referral?**

Access to Ashley College is via the Inclusion & Alternative Education Service panel. Referrals can be made by:

- student's mainstream school
- Head of Inclusion & Alternative Education Service
- School admissions
- Education Welfare Service
- Social services
- Looked After Children team
- Family Solutions
- CAMHS

## **Who needs to support the referral?**

At least one of the following medical professionals should support the referral:

- Medical Consultant
- Child or Adolescent psychiatrist
- Senior Medical Clinical Officer
- Child and Family Therapy Service
- Educational Psychologist
- CAMHS professional

## **What information do we need?**

We need a completed referral form (see next section), supported by:

- as much information as possible on current attainment levels in English, Maths and Science, with recent attendance data
- evidence from a relevant professional (see list above) of the impact health needs have on the student's ability to access education in mainstream school.

## What's the procedure?

- complete a referral form as fully as possible This can be requested from Ashley College's administrators for a copy contact : [christine.cahillane@brent.gov.uk](mailto:christine.cahillane@brent.gov.uk) or [fahima.rahman@brent.gov.uk](mailto:fahima.rahman@brent.gov.uk)
- send the completed form to [pupil.referrals@brent.gov.uk](mailto:pupil.referrals@brent.gov.uk)
- the referral will be considered at a weekly meeting of the Brent Inclusion Support Referrals Panel (ISR)
- the Brent ISR Panel will decide if the student will benefit from what we offer at Ashley College or if the young person would be better supported elsewhere
- If the referral is accepted by Ashley College we will liaise with parents/carers, those who referred the student, and relevant agencies to make suitable arrangements for the student.

## What happens if we are oversubscribed?

- we are funded to provide 20 full time equivalent places to meet a statutory duty to educate those who can't attend school because of health needs.
- where we are at full capacity and expect so to continue, we will notify the Head of the Inclusion & Alternative Education Service (IAES) and the Brent Inclusion Support Referrals Panel.

## Useful links

[Supporting pupils at school with medical conditions, Department for Education, September 2014](#)