

# The Levett School



The Levett School

Positivity | Determination | Reflection | Integrity

## Admissions Policy

<i>Policy agreed by Governors on:</i>	12 <sup>th</sup> November 2019
<i>Review date for Governors:</i>	June 2021
<i>Allocated Group/Person to Review:</i>	Claire Whitehead
<i>Agreed frequency of Review, by allocated person:</i>	Every Year
<i>Last Review date:</i>	09/10/2020

Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB

Upper School, Lansdowne Road, Intake, Doncaster, DN2 6QN



Doncaster  
Council

## Levett School Admissions Policy

### **Introduction**

Under section 19 of the Education Act 1996, Levett Pupil Referral Unit (PRU) is a key component in Doncaster Council's provision to provide suitable education for children and young people who experience difficulties in managing their behaviour and engaging in a mainstream school.

Levett school is a dual site provision, with KS1 and 2 being based at the Lower school site in Sprotborough and KS3 being based at the Upper school site on Barnby Dunn Road. Year 9 students are also able to access Alternative Provision places, which have been Quality Assured by Doncaster Council.

### **Key principles underpinning the work of The Levett School:**

- Outreach work with mainstream schools
- Development of inclusive approaches
- Raising the academic attainment of pupils with social, emotional and behavioural difficulties
- Early identification of need and implementation of appropriate interventions
- Involving and supporting parents and carers
- A high quality provision, offering best value
- A multi-agency approach to partnership working

### **Admissions Criteria**

Within Doncaster, the fundamental admission criteria for a place at the Levett PRU, is evidence of challenging Behaviours. Students exhibiting such behaviour will be discussed at SEN and Inclusion Panels, for consideration by the local authority and Levett Senior Leadership, to ensure that student numbers on role do not exceed the allocated number.

Places are available for:

- Pupils permanently excluded from a mainstream school, if appropriate, pupils would normally access St. Wilfrid's provision prior to being admitted to The Levett School
- Pupils at risk of permanent exclusion
- Pupils new to the authority with a history of disrupted education or previously educated in a PRU setting for whom a school placement cannot be immediately identified.
- Pupils positively referred for alternative provision on either a full-time or part-time basis.

### **Single/Dual Registration**

Students who are permanently excluded from their school can be admitted to Levett on single registration.

However, the majority of students will be dual registered – remaining on their current school role (the home school), with Levett being named as the subsidiary school. The home school will retain

responsibility for the student, whilst they are on role at Levett and as such are expected to comply with certain requirements, to ensure that the best outcomes are achieved for their students, including facilitating visits, attending meetings and leading on Education, Health Care Plans.

In addition, before any student begins their placement at Levett certain pre-requisites must be fulfilled by the home school, to ensure a safe and successful transition.

### **Information required from home/excluding school prior to student starting at Levett**

- ❖ CTF
- ❖ Risk Assessment
- ❖ Academic levels, age related level and aspects of the curriculum covered
- ❖ Attendance certificate
- ❖ Pupil premium status (Home schools will be invoiced for PP by Levett)
- ❖ Free school meals status
- ❖ Social care/CP information (including contact details for workers)
- ❖ Behaviour log
- ❖ Copies of PSP or similar
- ❖ Transport/taxi requirements

### **Transport to and from Levett**

For students in KS1 and 2 a taxi will be provided, with an escort if this is deemed necessary. Students in KS3 will be encouraged to become independent travellers, however a taxi will continue to be provided for any student deemed vulnerable.

### **Attendance**

Levett School has an attendance officer who will monitor attendance on a daily basis. Any absences from school should be reported directly to Levett, rather than the home school. For any student who is absent, with no suitable message received, the attendance officer will make every attempt to speak with parents/carers, including arranging a home visit.

Each Friday Levett's attendance officer will email the home school of dual registered students to update them with the attendance of their student.

The attendance officer will refer to the Education Welfare Service any student who becomes an attendance concern or a persistent absentee. In addition, dual registered students who, when reviewed, are not attending Levett school will be returned to their home school.

## **Early Help Referrals**

Should an EH referral be required for a dual role young person, whilst on role at Levett, there should be negotiation between the home School and Levett to establish what is in the best interests of the family, with regards to who takes on the role of Lead Practitioner.

The Levett School will automatically ensure an EH referral is completed and updated for single registered students.

## **Education Health Care Plans**

Should Levett school or a parent/carer believe that an EHCP is required after transferring to Levett, it is the responsibility of the home school of dual registered students to initiate this and discuss the young person with their Educational Psychologist.

The Levett School will coordinate an EHCP, if required, for single registered students only.

## **Expectations of the Home School for Dual Registered Students**

Each home school should arrange the most appropriate provision for their pupil, to enable them to maintain a sense of belonging to their Home School community. This may include:

- Re-joining their class in a previously successful subject area
- Time with a significant adult with whom the pupil has a positive relationship
- Participating in social time, assembly, lunch or an extra-curricular activity

## **How Levett School supports transition to the next educational placement**

Following a period of time on role at Levett school, students may return to their home school, transition to a new mainstream school or transition to a special school. The most appropriate outcome for individuals will be determined through observations and assessments of both academic as well as social and emotional need, through student response to interventions and through consultation with external agencies, such as the educational psychologist, CAHMS and ASC specialists.

Levett School can support students with transition in the following ways:

- visits for the student to their next educational provision – both accompanied and unaccompanied by Levett staff
- support within new the new provision, such as a known TA going to class with them
- working with staff to develop individual support plans
- advising staff on how to deal with challenging behaviour, de-escalation techniques and effective strategies to implement in order to support the student
- providing up to date information and data, such as behaviour logs, Boxall profile scores, risk assessments and academic levels

**For a summary of the Levett School's admission process, please refer to Appendix 1.**

## Appendix 1. Flow Chart Outlining Levett School's Admissions Programme

