

Local Procedure Title	Admissions and Referrals
Service	Roehampton Gate School
ACS Policy number and title	ACS 10 Referrals
Local Procedure template reference	ACS LP 10 and 11
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Local Procedure Author(s)	Lucia Apicella
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1. Introduction

This local procedure will explain and clarify the process for admission and referral to our services. All Referrals for admission to Roehampton Gate School are initiated by the referral coordinator and passed onto the Leadership Team. Referrals are first screened for overall site suitability and vacancies within the range of provisions. Following detailed feedback from SLT, the Headteacher and SENCO, the school's interest to proceed or decline is passed to the referring body.

Referral Coordinator will have started a Record to track the information collated at every assessment stage.

The referral process from start to finish should be transparent to all involved and completed within an efficient and timely manner.

The needs of both the child being referred and the existing cohort should be at the centre of all admissions decisions.

2. Referral process and associated time frames

- Local Authority Referral is made to the referrals coordinator and is initially reviewed by them. If deemed to be appropriate within the remit of RGS, the referral and all supporting documentation is passed to the Headteacher and SLT. This will be completed within 48 hrs of initial referral.
- The schools SLT, will complete a Referral Record to indicate whether needs could potentially be met at the school. If SLT believe needs can be met, SENCO to review and complete the Referral Record. The Headteacher will confirm if the assessment process can be initiated. Email notification of this will be sent back to the Referral Coordinator. Referral reviews will take place within 48 hours of being received, and an email confirmation of whether we will proceed to Assessment or decline. Referrals are discussed every Friday morning with the referral's coordinator and at SLT meetings.
- The schools SLT will complete the Referral Record for each referral which will be returned to the referral coordinator.
- Paperwork Review – This is the initial decision to agree to assessment from review of documentation as indicated in the Referral Record. If this decision is made, the Referral Coordinator will request/ensure the presence of: EHCP, Ed. Psych Reports,

OT Reports, SALT Reports, KS1/KS2 and current Data, Feedback/Contact details for previous educational establishment. This documentation should be requested within 48hrs of the decision being made at pre-screening for the assessment process to continue. This documentation (where it exists) needs to be received before a final decision on placement can be made.

- Assessment – External Visit – The Site Administrator will arrange an 'Assessment' visit to current placement. This will take place with a member of SLT, or a member of the Pastoral Team where appropriate. The meeting will allow school staff to discuss and carry out observations. The Assessment record will be completed and discussed with SLT after the visit to decide on next steps: Further Internal visit, offer of placement or decline. The outcome and Assessment Record will be emailed to the Referral coordinator who will advise the Local Authority.
- Offer of placement – Headteacher to confirm via email to referral coordinator that offer is to be made and the fee required. Referral coordinator will draw and send offer to Local Authority.
- Decline – Headteacher to submit detailed reason for decline to referral coordinator who will advise Local Authority
- Tribunal - Some places require evidence to be given at an Educational Tribunal Court. This evidence will be presented by the assessor leading the case and attendance can only occur during term time and with a suitable amount of notice being given. Requests must be made by legal teams by email and a full court bundle sent to the assessor at least 2 weeks prior to the Tribunal court occurring.

3. Criteria for admission

All young people must meet the criteria set out in the school prospectus for the service offering admission.

Suitability for admission will also be decided upon based on the needs of not only the young person being referred but also the current cohort within the school and the potential impact that admission could have on their well-being and progress.

History of extreme violence, aggression or arson resulting in a criminal conviction, diagnosis of primary drug or alcohol dependency will not be considered for admission.

4. Admission procedure

Following an acceptance of a placement offer by a placing authority, the Headteacher will confirm the start date to the referral coordinator and site administrator. The referral coordinator will confirm the date with the Local Authority, the site administrator will ensure all of the necessary admission steps are taken.

All checks to be completed in terms of information on the young person. This includes medical information, NHS health care plans (where required), details of Social Workers (where required), latest Annual Review and any subsequent CIN/CP plans that may exist.

A placement will not be able to start until all the points within the admissions checklist are covered.

The site administrator or Assistant Head will contact the family and arrange an induction and transition plan for the young person, the induction will consist of baseline assessments which can be carried out over two days. The transition plan will be shared with parent, site administrator, referral coordinator and Local Authority. Transition aims to be under two weeks and only the Headteacher can authorise the transition extended beyond this time. The site administrator ensuring that admission only occurs once all information on the young person is obtained.

The information will be shared with the class teacher, SLT and the Therapy Team, who will ensure all preparations for Therapeutic and SEND provision are in place.

Once this has occurred and the young person has started with us, the Headteacher/SLT will work with the class teacher and ensure that the following are set up within 6 weeks of the young person starting:

- Individual Risk Assessment
- IEP (Individual Education Plan)
- Positive Behaviour Support Plan
- Running Away/missing risk assessment (Only in the case of those at risk of absconding)

Within the first half term, the young person will also undertake a full OT and SALT assessment with our in-house therapy team.

Placements are subject to a review within the initial 3-month period and normally held on 6 full weeks of education provision. This is when 'My Passport' will be agreed by all stakeholders.

5. Unsuccessful referrals

An audit trail will be maintained by the Referrals Coordinator of all unsuccessful referrals. Details of this log will include service user's demographic details and reason for not admitting to our services.

The Referral Record will provide the Site administrator and Referral Coordinator with more detailed information from the schools SLT as to why placement was not offered.

Ultimately, our intention and moral imperative is to ensure that young people are placed in a provision that best meets their needs.

6. Parental Enquiries

Referrals and enquiries from parent/carers received by site or the referral coordinator will be processed by the site administrator. The administrator can advise upon the suitability of the school to the young person's needs.

If the school is thought to be suitable and the parent/carer wishes to visit the school, they will be invited to one of the school's tours which occur every half term.

Admissions cannot be made as a direct result of these enquiries.

Local Procedure Template

If a parent/carer wishes to pursue an admission to the school, they should contact their Local Authority and request that they consult the school. This will then start the above detailed process.

A visit to the school does not mean that the school is offering or guaranteeing the young person a placement, or that they have availability in the required area/class.

Local Procedure Template

Contents Checklist (Local Services may add additional items – this is a core list)			
Roles and Responsibilities		Arranging assessments	
Admissions Impact Risk Assessment (used as part of the Provider Assessment in Wales)		Record keeping	
Risk Assessment		Evaluating referrals	
Decision making and communication		Information gathering	
Documentation completion, access and storage		Monitoring and Review	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions