

# Euler Academy referral arrangements for 2021/22

## Introductory statement

Euler Academy is an alternative provision for pupils that find mainstream schooling ineffective. It will support pupils (5-11 years) who require early intervention and present with social, emotional, or mental health issues. Some of the pupils may already have EHCPs with Euler named as the most appropriate setting.

The aim of Euler Academy is to re-engage its pupils into mainstream education and progression to secondary education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

## Number of places available

The School will provide education for 28 places aged 5-11<sup>1</sup> These places will be a mix of full time and part time places. At full capacity the school will provide education for 56 pupils aged 5-11.

| <b>Pupils</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> |
|---------------|-------------|-------------|-------------|
| EYFS          |             | 7           | 7           |
| KS1           | 14          | 21          | 21          |
| KS2           | 14          | 21          | 28          |

## Registration arrangements

Where pupils are on the roll of another school and attend for a short period of time (i.e. mostly fixed period exclusions or a school educating a child off-site) the pupil will be 'dual registered' with their current school and Euler.

Where pupils are not on the roll of another school (i.e. mainly where they have an EHCP) they will be registered solely at this academy.

The Academy will work with the relevant LA / School and other agencies to reduce the risk of permanent exclusion.

## Pupils supported by the school

The school will specialise in providing places for:

- Those who have been permanently excluded or who are at risk of permanent exclusion;
- Those who are not flourishing in their mainstream setting due to their social, emotional or mental health needs.

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## Referral arrangements

To acquire a place at the school, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form here see annex A.

## Commissioning process

### Point of contact

The point of contact for commissioners is the Headteacher of Euler Academy, Saltshouse Road, Hull, HU8 9HJ

### School & Academy commissioners

When the commissioner is an individual school or academy it will be purchasing individual places at The Euler for a pupil. A contract agreement (similar to that used with a Local Authority commissioner – see below) will be drawn up under an agreed Outline Service Specification. Data regarding all referral requests, offers and enrolments will be shared with Hull (or neighbouring LA) Schools and the relevant LA through existing local forums and protocols including the Local Fair Access Panel (FAP).

### Local Authority Commissioners

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 Euler, 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 contract monitoring review process will be on a six weekly basis in agreement with the commissioner. 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.

## Funding

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

The top up will be between £1500 and £2250 per half term for a full time place, dependant upon the level of support required for the pupil. This will either be directly commissioned from the LA or the school. Part time places will be pro-rata'd as appropriate. Should a pupil require additional support, e.g. 2 members of staff to one, the charge can be levied on a bespoke basis to be agreed between the commissioner and the Trust. Reintegration will be charged at the same fee, due to the labour intensive nature of settling a pupil either back into their existing school or a new provision.

Outreach support will be provided at an agreed rate dependent on the needs of the school and pupil.

## **Induction**

Prior to pupil's attendance at Euler detailed records will be obtained about each pupil's progress, curriculum, interests and special needs in order that teachers prepare lessons to promote pupil progress. On entry pupils will participate in induction assessment designed to endorse and develop information obtained from their mainstream school. Testing will focus on Age Related Expectations, reading age, mathematical understanding and skills. Results will be clearly communicated to Euler staff to enable them to prepare lessons and support pupils. Regular and effective reporting will support each pupil who is accepted into the academy. This will be to the commissioning school and parent/carers.

There will be a comprehensive programme for pupil induction and on-going learning time. Learning time is our key vehicle for the delivery of SMSC and PSHE and will be delivered by our own staff and visitors from local agencies. The sessions will build upon key safeguarding themes initially addressed in induction including;

- Being safe and keeping safe online
- CSE
- Prevent (Radicalisation)
- Substance misuse
- Criminal justice

In addition to induction and tutor time opportunities to engage pupils deeply and creatively with safeguarding themes will be embedded into the curriculum within the teaching of both core and foundation subjects. Pupils will create projects, presentations, digital content and mobile apps in response to these key themes.

A Support Provision Plan will be created for every pupil as part of their induction into Euler Academy which will be reviewed regularly by staff.

The induction into the Euler will be carefully designed to provide a thorough introduction to the ethos and culture and will provide staff with all the information they require to ensure pupils are supported and challenged to achieve their best. The induction process will begin with meetings between staff and parent/carers, and host school if appropriate. Induction will include careful attention to risk assessments including positive handling and safety plans.

## **The admission of pupils with special educational needs.**

Pupils with a statement of special educational needs or education health and care plan naming the academy will be admitted.

## **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. Pupils who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)
2. Pupils who are attending one of the Hull primary schools represented at the Hull Association of Primary Heads (HAPH)
3. Pupils who live closest to the school in a straight line. Distance will be measured from the front door of a pupil's home to the front gate/door of the school. If pupils live exactly the same distance away from the school, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of the school.

## Offers

If we can accept a referral we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

## Procedure following an offer

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, 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

The commissioner should write to the Headteacher at Euler Academy, Saltshouse Road, Hull, HU8 9HJ outlining reasons supporting the referral and any supporting documentation. The headteacher and representative of the schools governing body will consider this and reply within 15 days, stating the school's position. If a place is not granted after that process, the commissioner may make a final appeal and request a review from the academy trust. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the final appeal being received and final outcomes notified within 5 working days of the hearing.

## Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process which is published here [www.vennacadeemytrust.org/company-information](http://www.vennacadeemytrust.org/company-information)

If the complainant is not satisfied with the resolution, they are able to complain to the Education and Skills Funding Agency (ESFA) 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 pupils across the full spectrum of academic abilities. All pupils have equal access to the curriculum and there is a learning support programme for pupils 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 2022 referrals will be published in September 2021). 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 under the policies section of the school website. Other related policies include:

- SEND policy,
- curriculum,
- induction process,
- reintegration policy,
- equal opps policy,
- complaints procedure,
- assessment policy,
- safeguarding policy;

**Euler Academy Referral Form**



All Sections are mandatory

Forms will be returned if not fully completed which may delay support

|                         |  |   |  |
|-------------------------|--|---|--|
| <b>Referring School</b> |  | <b>Please Indicate Level Of Support Requested</b> | Outreach in host school <input type="checkbox"/> Placement at Euler Academy <input type="checkbox"/><br>Do you think this referral should be considered urgently due to special circumstances YES/NO |
|-------------------------|--|---|--|

|  |   |                           |  |                                   |   |  |  |
|--|---|---------------------------|--|-----------------------------------|---|--|--|
| <b>Section 1:</b>  | <b>Biographical Details</b>   |                           |  |                                   |   |  |  |
| <b>Child's Name</b>  |   | <b>Date of Birth</b>      |  | <b>Gender</b>                     | Male <input type="checkbox"/> Female <input type="checkbox"/> | <b>Year Group</b>  |  |
| <b>Address:</b>  |   |                           |  |                                   |   | <b>Post Code</b>   |  |
| <b>Free School Meals</b>   | Yes <input type="checkbox"/> No <input type="checkbox"/>  | <b>Looked After Child</b> | Yes <input type="checkbox"/> No <input type="checkbox"/> | <b>Open Child Protection Plan</b> |   | Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| <b>SEN Status</b>  | None <input type="checkbox"/> School Action <input type="checkbox"/> School Action Plus <input type="checkbox"/> Undergoing Statutory Assessment <input type="checkbox"/> EHCP <input type="checkbox"/> |                           |  |                                   |   |  |  |
| <b>SEN Priority Reason</b>   | <input type="checkbox"/> SEMH   | <b>Ethnicity</b>          |  | <b>First Language</b>             | If not English  |  |  |
| <b>Parent/Carer Name</b>   |   | <b>Relationship</b>       |  | <b>Contact Number</b>             |   |  |  |
| <b>Current details and history of the child's care arrangements and / or family circumstances:</b> |   |                           |  |                                   |   |  |  |
|  |   |                           |  |                                   |   |  |  |

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| <b>Section 2:</b>                                  | <b>Information about the Child – if selected you must provide further information below</b> |                          |                            |                          |                       |                          |
| <b>Please Indicate concerns</b>                    | Self harm   | <input type="checkbox"/> | Mediation review           | <input type="checkbox"/> | Safeguarding concerns | <input type="checkbox"/> |
|  | Currently out of education  | <input type="checkbox"/> | Medical assessment/pending | <input type="checkbox"/> | Vulnerable Pupil      | <input type="checkbox"/> |
|  | Low attendance  | <input type="checkbox"/> | CAMHS Involvement          | <input type="checkbox"/> | Other                 | <input type="checkbox"/> |
| <b>Please Give a Brief Description of Concerns</b> |   |                          |                            |                          |                       |                          |
|  |   |                          |                            |                          |                       |                          |

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| <b>School's Response to Concerns</b>  | IEP / PEP implemented                           | <input type="checkbox"/>    | Review of IEP / PEP                   | <input type="checkbox"/>     | Emergency Annual Review     | <input type="checkbox"/>                                 |
|   | Nurture Group                                   | <input type="checkbox"/>    | Graduated support strategies          | <input type="checkbox"/>     | Staff training undertaken   | <input type="checkbox"/>                                 |
|   | Health & Safety Risk Assessment                 | <input type="checkbox"/>    | Involvement from agencies             | <input type="checkbox"/>     | Multi agency review meeting | <input type="checkbox"/>                                 |
| Date of Last Meeting  |   |                             |                                       |                              |                             |  |
| <b>Last Academic Year</b>   |   | Number of Exclusions Issued |                                       | Number of Days Excluded      |                             |  |
| <b>Attendance %</b>   | <b>Current Academic Year</b> to referral date % |                             | <b>Last Academic Year</b> - Overall % |                              | <b>Open EWO Case</b>        | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>National Curriculum Assessments</b>  |   |                             |                                       | <b>Basic Literacy Skills</b> |                             |  |
| <b>Subject</b>  | <b>Below/Expected/Higher</b>                    | <b>Dated Assessed</b>       | <b>Skill</b>                          | <b>Age</b>                   | <b>Date Assessed</b>        |  |
| Maths   |   |                             | Reading                               |                              |                             |  |
| English   |   |                             | Spelling                              |                              |                             |  |
| ICT   |   |                             |                                       |                              |                             |  |
| Science   |   |                             |                                       |                              |                             |  |
| <b>Please Give a Brief Description of the Pupil's Strengths and Interests</b> |   |                             |                                       |                              |                             |  |
|   |   |                             |                                       |                              |                             |  |

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| <b>Section 3:</b>  | <b>Supplementary Background Information</b> |                     |                       |  |
| <b>Medical Information - Please indicate any known medical conditions / needs</b>  |   |                     |                       |  |
| ADHD <input type="checkbox"/> ASD <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Eczema <input type="checkbox"/> Epilepsy <input type="checkbox"/> Epi Pen <input type="checkbox"/> Speech Impediment <input type="checkbox"/> Wears Glasses <input type="checkbox"/>  |   |                     |                       |  |
| Mental Health <input type="checkbox"/> Other <i>Please give full details of any medical conditions highlighted above</i>   |   |                     |                       |  |
| <b>Agencies Involved - Please indicate which Agencies have been involved with the child within last 3 years:</b>   |   |                     |                       |  |
| <b>Agency</b>  |   | <b>Contact Name</b> | <b>Contact Number</b> | <b>Open Case</b>   |
| Social Care & Safeguarding   | <input type="checkbox"/>                    |                     |                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Paediatrics  | <input type="checkbox"/>                    |                     |                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Education Psychology Service   | <input type="checkbox"/>                    |                     |                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| CAMHS  | <input type="checkbox"/>                    |                     |                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Family Support Centre  | <input type="checkbox"/>                    |                     |                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Other, please state  |   |                     |                       | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>In making this referral you and all parties are agreeing to the following terms. If the pupils secure a placement at Sullivan Centre or home tuition we expect:</p> <ul style="list-style-type: none"> <li>• All parties to work together in partnership and to attend relevant review meetings</li> <li>• The referring school will keep their child on the school roll during the placement</li> <li>• The referring schools will send key staff to visit the pupil whilst on placement</li> <li>• You will notify us of any concerns regarding attendance, safeguarding or wellbeing</li> <li>• You understand the Sullivan Centre is offering a temporary placement subject to review</li> </ul> <p>Information will be shared at Euler Academy admissions panels from a range of agencies if they have involvement including: Educational psychology, CAMHS, speech and language therapy, specialist nursing &amp; the local authority in order to determine if a place will be offered, in line with our admission policy</p> |   |                     |                       |  |
| <b>Child Protection procedures</b>   |   |                     |                       |  |
| Where staff have concerns that a child has been harmed or abused or is at risk of harm or abuse, then the relevant child protection procedures must be followed.   |   |                     |                       |  |

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| <b>Section 4:</b> | <b>Please describe the school strategies tried by the referring school &amp; all external agencies involved</b> |
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| <b>Section 5:</b>   | <b>Parental View</b>   |  |
| <b>Please give details of any views that the parent / carer and child has regarding this referral</b> |  |  |
|   |  |  |
| <b>Parental Consent</b>   | The reason for the referral has been explained to me by the school and I agree to the referral being made              | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|   | I am aware of the information contained in this form and acknowledge the Data Protection Clause detailed in Section 7. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

|  |                                    |  |
|--|------------------------------------|--|
| <b>Section 6:</b>  | <b>Submission of Referral Form</b> |  |
| <p>The form must be submitted electronically to Headteacher for Euler Academy. Email: <b>XXXXXXXXXXXXXXXXXX</b></p> <p>Should you have any questions please contact 01482 <b>XXXXXX</b></p> <p>Admission panel meetings will be held 6 weekly. If a referral is deemed as urgent/subject to special circumstances the referral will be considered shortly after receipt.</p> <p>Please sign ensure both signatures are complete below for consideration – electronic signatures are not permitted.</p> |                                    |  |
| <p><b>Name of Referrer</b>.....</p> <p><b>Signature from referrer</b>..... <b>Date</b>.....</p> <p><b>Parental/Carer consent</b>..... <b>Date</b>.....</p>   |                                    |  |

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| <b>Section 7:</b>   | <b>Data Protection Act 1998 &amp; General Data Protection Regulation 2018</b> |
| <p>The information provided by you on this form is required for the purpose of providing appropriate support services for the identified child. This may be disclosed to other relevant Children and Young People Services and partner agencies for this purpose. Information will not be passed to any other third parties unless required to do so by law. All personal data used by Sullivan Centre will be securely retained for the duration that this is legally required. The subject of this data and those who exercise legal responsibility for them have the right to see this information if they so wish. All Sullivan Centre staff have been trained and follow the General Data Protection Regulation.</p> |   |

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Section 8:</b>          | <b>Euler Academy Office Use only</b> |
| Referral form received by: | Received on:                         |
| Actioned by:               | Actioned on:                         |