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Reviewed November 2022

Surrey Teaching Centre

### **Admissions policy 2022-23**

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This policy should be read in conjunction with Surrey Teaching Centre and Surrey County Councils Service Level Agreement and our Local Offer which can be found on the school's website.

#### **The admission pathway to Surrey Teaching Centre: a short stay and medical pupil referral unit.**

The senior leadership team make decisions on admissions and allocate classes based on the pupils needs as presented at the preadmission meeting and using supporting information available in the referral screening report provided by The Children's Trust. No pupil will be admitted to Surrey Teaching Centre until a Referral Screening Report/chronology is received.

There are 3 categories of pupils eligible for admission to Surrey Teaching Centre and all pupils must be on a placement with The Children's Trust under medical grounds:

1. A medical condition placing a pupil on a rehabilitation placement at The Children's Trust following an acquired brain injury
2. A medical condition placing a pupil on a step-down placement at The Children's Trust where they are unable to access education at their home school due to not being able to travel the distance required to attend school
3. A placement at The Children's Trust that supports pupils with complex disability or neuro-disability management.

All placement requests will require the completion of the relevant documentation before a pupil can access education at Surrey Teaching Centre.

- Request for the pupils CTF file must be made in advance of the agreed start date.

No pupil shall be transferred to the main roll or single registration of a PRU for any other reason as outlined below.

Single roll	Reason	Action
Exception circumstances	Where no school is identified- STC must forward placement letter to EWO for that LA, admissions and CMoE.	If LAC PEP must take place including named social worker

Dual roll	Reason	Action
Pupils home school liaise with STC & inform LA attendance team of the PRU short stay placement	Home schools usually lead on EHCP supported by STC where possible unless it is more appropriate for STC to lead on this	STC can support, advise and signpost the pupils home school to ensure full access to education

### Enrolment status

- C** current- single registration at this school
- M** main dual registration
- S** current subsidiary- dual registration

### Recording absence correctly for dual registered pupils

To avoid double counting of attendance and absence of pupils who are registered at more than one school ('dual' registered) each school will need to ensure that:

1. Surrey Teaching Centre will record the attendance and absence for the sessions the pupil is required to attend the school
2. Home schools should use code 'D' (dual registered at another school) as attendance code D is not collected in the school census as it is not counted as a possible session.

### Off-rolling

Once a child is discharged from The Children's Trust they return home and to their 'home' school. They are taken off-roll from Surrey Teaching Centre on the day they are discharged. They will then cease to be dual registered.

Surrey Teaching Centre will write to the LA and the CYP 'home' school to inform them that they have been discharged and to explain that they are now off-roll. If a pupil has no school named at discharge, Surrey Teaching Centre will email the home LA and Surrey County Council to inform them of the potential NEET status of the CYP.