



## **THE JUBILEE ACADEMY**

*Aspire and Achieve*

**Title:** Admissions and Referral Arrangements for Outreach Students

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**Delegation:** Head of School

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# Admissions and Referral Arrangements for Outreach Students

## Introduction

TJA new Outreach service will aim to provide a comprehensive support and intervention service that will enable mainstream school to better manage those students with SEN and Social Emotional Behaviour and Difficulties or those who may need additional support to help them make expected progress in and out the classroom.

## Definitions:

- **Learning** involves both formal and informal activities that facilitate the development of knowledge, understanding and skills; changed attitudes, values and behaviour; and enjoyment, personal fulfilment and progression.
- **Outreach** encompasses a variety of learning activities that seek to promote archives and widen access to users and potential users.

## Statement of intent

To identify early, and offer support to, students who are beginning to find the challenges of mainstream school difficult. This can be due to:

- classroom expectations
- poor social interaction
- lack self-esteem or self-confidence
- learning insecurity
- previously poor role models
- Inconsistency (prior experience, poor routines and boundaries)

## Aims and objectives

- Through outreach The Jubilee aims to break down barriers to learning in order to support students to make progress both within and outside the classroom.
- We aim to provide educational and social experiences for identified students within schools, through external providers, as well as supporting parents.
- The ultimate goal is to develop student self-esteem and decision-making skills to enhance confidence in the formal classroom.

## Process for admission to The Jubilee Academy for an outreach placement






The Jubilee Academy will only admit a child of compulsory school age for an outreach placement under the following circumstances:

- If referred by a local authority where the local authority has a duty to that child under section 19 of the Education Act 19961
- If referred by a maintained school or academy where the school or academy has a duty under section 100 of the Education and Inspections Act 20062
- Referred by a maintained school under powers set out in section 29(A) of the Education Act 20023
- Referred by an Academy Trust under the provisions within their Articles of Association.

## Outreach Placement Referral process

- Email a completed Referral Form/ copies of other relevant documents to [j.kavanagh@thejubileeacademy.org.uk](mailto:j.kavanagh@thejubileeacademy.org.uk) at least 7 days before the requested start date.
- TJA Arrange observation/need assessment meeting at the student's home school.
- TJA arrange joint planning meeting with mainstream school to seek further information/documentation and to agree goals and targets etc
- TJA email: details of start date (if the student is accepted) ;request transfer of the CTF file; a copy of the action plan containing goals etc

## Referral process

- Referral Form  

- Observe student at home school  

- Complete needs' assessment  

- Joint Planning Meeting  

- Half termly review meeting  

- Final review meeting (at home school with student, parent/carer, school and Jubilee link)

## Procedure

TJA will work in accordance with the SEN policy to support students referred on the outreach programme. Each school will be given allocated time slots base on their specific requirements which will be reviewed jointly.

The allocation of work with student and staff will be approached in a well-structured and systematic way which will be negotiated between the outreach coordinator and the designated teacher at each school.

Outreach Commissioning schools *choose for their students* either:

### Programme 1

Maximum of 3 hours per week for a term

Or

### Programme 2

Maximum of 3 hours per week for a year

(Up to the commissioners' agreed provision)

## **Offer**

- 1 appointed worker for each Outreach Commissioning school.
- The Outreach Worker to visit the students a maximum of 3 hours a week on a rotating programme.
- Outreach work can either be one to one/small group in a venue within school or an identified external venue.
- Following a needs assessment, a student to be offered support from the interventions/workshops programme.
- Review and closure meetings

## **KS3 outreach provision offer**

- Sports mentoring (anger management, social development)
- Therapeutic Interventions /Workshops (art, drama, self-esteem)
- Talking therapy: counselling, mentoring, CBT,
- Raising aspirations: trips and workshops
- Parental Support Programme
- EP

## **KS4 outreach provision offer**

- Sports mentoring (anger, social development)
- Small group workshops
- Study Skills workshops
- Therapeutic Interventions /Workshops (art, self-esteem, resilience emotional wellbeing)
- Talking therapy: counselling, mentoring, CBT
- Raising aspirations: trips and university workshops

## **Joint Planning**

This will form an essential aspect of the work between TJA and each individual school. This will help to identify individual intervention required by each school, set targets, agreed action plans and individual responsibilities. The joint planning process will also be used to agree timing and venue for work to take place along with identifying resources and their implications. The joint planning process will take place before the beginning of any intervention work between the outreach coordinator and the school designator teacher.

## **Review**

An informal or formal review will be agreed and negotiated during the joint planning process. The review process can take place at the end of each term but is also negotiable between the outreach coordinator and the school designator teacher. The purpose of the review meeting will be to discuss progress, closure, targets, and issues arising and to help inform future planning.

## **Monitoring and evaluation**

The service will be monitored by the outreach coordinator on an annual basis or otherwise agreed with each school's individual designated teacher. This will be done through the SLA, joint planning and review meetings.

The service will be evaluated using agreed evaluation forms and protocols which would have been discussed at the joint planning and review meeting. Agreed key indicators will be outlined on the evaluation form which will be used to assess the effectiveness of the outreach service and the work done with individual or groups of students and staff. This will take place at the end of each term or the time of closure of a case or whichever comes first.