



# THE JUBILEE ACADEMY

*Aspire and Achieve*

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

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**Delegation: Head of School**

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# Admissions and Referral Arrangements for Respite Students

## Introduction

Respite will be defined as a restorative intervention which, through the provision of a short placement, or more than one such placement, will enable a student to achieve the level of resilience necessary to return to mainstream.

Respite will recognise the student as a reflective and resourceful agent of change and work with the student, parents/carers and the mainstream school to facilitate a smooth and sustainable process of change.

Respite will be based around an action plan, agreed with the mainstream school, the student and parents/carers, of desired outcomes which will enable the student to achieve the targets necessary to return to mainstream. This action plan will be reviewed with the student, parents/carers and the mainstream school at key intervals determined by the length of the placement.

## Statement of intent

The Jubilee Academy will offer respite placements of no less than half a term. Two pathways into respite placements will be available to commissioning schools.

- Pathway A: Pre-planned respite placements
- Pathway B: Emergency respite placements

No more than three respite placement students from a given school will be accommodated at any given point in time.

## Aims and objectives

Respite at The Jubilee Academy is for students who would benefit from short term additional support, over and above what is available in the mainstream school, in order to return to and fulfil their potential at the mainstream school.

Admission to the Academy for respite is for students where there is demonstrable evidence of one or more of the following:

- Students who are showing a level of disengagement from, or inability to cope effectively within, mainstream provision, where this is resulting in an increasing number of internal exclusions for frequent and persistent disruptive behaviour, placing them at risk of fixed term exclusion.
- Students who have been out of education for a prolonged period of time, including for medical reasons
- Students who have insufficient or inconsistent attendance
- Students who are experiencing significant bullying (including cyber-bullying)
- Students who are exposed to abuse, or considered to be at risk of abuse
- Students who have experienced a family crisis or problem for which they require extra support
- Students who have placed themselves or others in danger through unforeseen extreme behaviour.

The Jubilee Academy is not a Pupil Referral Unit and is not envisaged to be suitable for students with significant behavioural issues or a history of violent conduct.

### **Process for admission to The Jubilee Academy for a respite placement**

The Jubilee Academy will only admit a child of compulsory school age for a respite 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.

### **Expectations**

Stages of the respite referral, transition and induction procedure:

#### **A: PRE-PLANNED RESPITE PLACEMENTS**

All referrals for pre-planned respite placements will be processed using the following procedures:

1. The mainstream school AHT/DH will email a completed Respite Referral Form and a risk assessment (if necessary) to: [j.kavanagh@thejubileeacademy.org.uk](mailto:j.kavanagh@thejubileeacademy.org.uk) at least 7 days before the requested start date for the placement. These will then be passed to the TJA SLT Transition Support Officer who will:
2. Arrange an induction meeting at TJA with the parent and child to: tour the school; explain expectations; issue uniform; agree an action plan/review date.
3. Arrange (if necessary) a phone consultation with, or a visit to, the mainstream school to seek further information/documentation on the student or observe the student in lessons.
4. Mr Jarrett's letter of acceptance will be emailed and contain details of the student's start date (if the student is accepted)/ targets and review dates. Ms Cooper will then request the transfer of the CTF file.

An application for pre-planned respite will not be considered until all the information required by the Referral Form is provided.

Pre-planned respite applications will not be considered unless and until the commissioner enters into a Commissioning Agreement with The Jubilee Academy, which includes confirmation of their acceptance of the funding requirements per student.

#### **B: EMERGENCY RESPITE PLACEMENTS**

**: These should only be requested in EXTREME CIRCUMSTANCES**

**Emergency respite placements will be facilitated bearing in mind the need not to exceed The Jubilee Academy's maximum capacity for all on site provision.**

**Stage 1: An emergency respite referral must be made by phone directly to the Head of School, Mr Jarrett, by a fellow Heateacher.**

**Stage 2: The Respite Referral Form and a risk assessment will need to be emailed on the same day to: [j.kavanagh@thejubileeacademy.org.uk](mailto:j.kavanagh@thejubileeacademy.org.uk)**

*Stage 3:* TJA will aim to make contact with the parent/carer and student to arrange the start date, which we would hope would be no later than 48 hours after the referral to the Head of School.

*Stage 4:* An email confirming details of the student's start date /induction will be sent and a request for the CTF file made. A copy of the action plan containing targets and review dates will be sent to the relevant colleague at the mainstream school.

All respite referrals will be considered carefully by The Jubilee Academy on their individual merit. The Jubilee Academy reserves the right to seek additional information from appropriate agencies as part of considering any referral.

The Academy will consider the following factors when determining whether to admit a student for respite:

- Whether there is sufficient evidence of the student being eligible for respite at the Jubilee in accordance with the 'Students supported through respite at The Jubilee Academy' section above
- The extent to which The Jubilee Academy has the expertise to support the student more effectively than the commissioner
- Whether accepting the referral would have a detrimental impact upon
  - The education provided to other students, including consideration of group sizes
  - The well-being and health and safety of students and staff already at The Jubilee Academy

The decision about whether to admit a student to respite placement at The Jubilee Academy will be made by the Head of School or their authorised representative. The decision, and the reasons for it, will be provided in writing to the commissioner.

Students who have undergone two consecutive periods of respite will be expected to move to a permanent thereafter. In the case of KS3 students, this will apply to those ready to begin GCSE courses.

### **Fixed-term exclusion**

Respite placement students will be subject to the conditions outlined in The Jubilee Academy Behaviour Policy. Any extreme behaviour in contravention of the terms of the agreed respite action plan that is deemed, in the judgment of the Head of School (or DHT in their absence), to undermine the authority of staff, or adversely affect the health and safety of a member of the school community, may result in a fixed-term exclusion. This will usually be between 1-5 days.

The decision to exclude is taken by the Head of School. Parents/carers and a member of staff from the student's 'home school' are expected to attend a meeting and play a full part in the review of future provision for the student.

Where a decision is made to exclude a respite placement student, The Jubilee Academy will notify parents/carers and the 'home school' of the period of the exclusion and the reasons.

Parents/carers will also be made aware of:

- The reasons for exclusion;
- The period of a fixed-term exclusion;
- Parents'/carers' right to make representations about the exclusion to the Governing Body and how the student may be involved in this;
- How any representations should be made;
- Where there is a legal requirement for the Governing Body to consider the exclusion, parents/carers will have a right to attend a meeting, be represented at this meeting and to bring a friend.
- If a fixed-term exclusion is for more than five school days, the school will arrange suitable full-time education for the student from the sixth day.

- Parents/carers are reminded that they are legally required to ensure that their child is not present in a public place during school hours if excluded without reasonable justification.
- In the case of certain fixed-term exclusions parents/carers will have the right to make representations or an appeal against the school's decision through the Governing Body's Discipline Committee.

### **Pupil registration**

All students who are referred by schools/academies will be dual-registered, with the lead registration held by the school which made the referral.

All students who are referred by a Local Authority will be registered at The Jubilee Academy.