



Learner Referral and Induction Policy

20/04/2020

Policy dates: September 2020 – August 2021

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Trustee Lead: L. Ferrigan

Policy approved: Board meeting June 2020

Next review date: March 2021

RIVERSIDE MEADOWS ACADEMY seeks to ensure that in all instances the referral process is supportive and carried out in collaboration with referrers, professionals, parents/carers and Learners. The process allows the views of all stakeholders to be considered and for transparency around decision-making. Upon induction learners complete a range of assessments to ensure that RIVERSIDE MEADOWS ACADEMY has accurate and detailed information to plan a programme of support that meets our learners' social, emotional and academic needs.

Stage 1: Referrals and Pre-admission				
Event	Task	Detail	Action	Responsible
Referral received from YOS SEND Team IYFAP EWA Schools/ Academies CREW Other LAs	Review nature of referral	Permanent Exclusion	Offer interview if resident in RIVERSIDE MEADOWS ACADEMY borough– ensure date falls within statutory 6 day time limit	Regional BSP / Head of School
		Out of School	Offer interview if RIVERSIDE MEADOWS ACADEMY borough resident – ensure date falls within LA time limits	Regional BSP / Head of School
		Managed Move	Investigate reason for move. Advise school to refer to Local Authority if permission for Managed Move to RIVERSIDE MEADOWS ACADEMY is required. Ensure learner meets the agreed threshold for a managed move & resides within a RIVERSIDE MEADOWS ACADEMY borough	Regional BSP /Head of School
		Transfer from Secure Estate	Offer interview if in borough resident	Regional BSP /Head of School
		RIVERSIDE MEADOWS ACADEMY named on EHCP or due to be named on EHCP	Review for suitability and respond formally to consultation	Regional BSP /Head of School

Stage 2: Referrals and Pre-admission				
Event	Task	Detail	Action	Responsible
Referral refused	Clarify reason for refusal	Learner currently residing or educated out of RIVERSIDE MEADOWS ACADEMY borough L.A refuses to fund Unable to meet learner needs Commissioning arrangements not in place	Inform referring body or agency of reason for refusal	Regional BSP / Head of School
Referral accepted	Inform parent/carer/ referring body	Personal data input from RIVERSIDE MEADOWS ACADEMY referral form, Contact parent/carer if necessary	Offer of Interview letter sent out to parent/carer	Head of School / Local BSP/
	Pre-admission details entered onto RIVERSIDE MEADOWS ACADEMY SIMS.net		Learner interview booklet to be printed and Data Collection Sheet (SIMS.net report) to be run to establish what data is missing	/Head of School / Local BSP
	Basic data collection and SIMS.net update			

	Complete SEN basic data update	SEN data input	SEN status updated on SIMS.net. Specific need should also be recorded as SEMH.	Head of School /Local BSP
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Stage 3: Interview Local Sites

Event	Task	Detail	Action	Responsible
Interviews conducted in a neutral welcoming space	Meet young learner and parent/carer	Ascertain background to placement	Alleviate fears of learner and guardian. Complete interview sheet Data collection - Health Form, Biographical data, Transport, Free school meals, Consent offsite activities & Photograph/ publishing consent. Complete a Personal Handling Plan (PHP) where necessary and attach to SIMS.net record.	Head of School/ delegated staff member
	SIMS.net Update	Complete missing data		
KS4 Interviews	Year 10 & 11 learners	GCSE options	Clarify subjects and levels of coursework completed Option group data required to identify free classes	Head of School/ delegated staff member

In all cases identify RIVERSIDE MEADOWS ACADEMY site or AP placement and agree start date for local induction

Stage 4: Interview

Event	Task	Detail	Action	Responsible
Successful Interview	Inform parent/carer & learner of start date and location of provision	Exclusions: start date given immediately	Explain first day expectations & provide an overview of the induction process at the relevant RIVERSIDE MEADOWS ACADEMY site	Head of School/ delegated staff member
	Provide parent/carer and learner with induction timetable & handbook		Review the handbook and confirm times. Explain the rationale for data collection and the importance of the testing for future performance comparisons	Head of School/ delegated staff member
	Request academic material from previous school	Request School file	Complete collection of any books, coursework, controlled assessments etc.	Head of School/ delegated staff member
ICT testing set-up	Prepare ICT accounts for new learner	Test-wise account created for CAT Test	Assign appropriate tests to inductee	Head of School/

			Inform ICT team about new arrivals by email. Names and start dates should be agreed with the appropriate RIVERSIDE MEADOWS ACADEMY location	delegated staff member
Regional BSP/ Local BSP to send Common Transfer File to appropriate Academy BSP to update local SIMS				
Unsuccessful Interview	Decision taken on health and safety grounds/ unable to meet needs Parent or learner refuses offer or unhappy at placement decision Awaiting the outcome of an appeal		Inform referring agency and support where appropriate to investigate other Alternative Provision options	Head of School/ Regional BSP

Stage 5: Local Induction (specific arrangements will vary across sites)

Event	Task	Detail	Action	Responsible
Met by Local LSP Induction Lead 1 st round assessments	CAT Assessments	Local LSP Induction Lead to monitor completion of baseline tests	Ensure information is recorded in the Induction Mark Sheet Initial assessments identify ability in comparison to chronological ages.	Head of School/ delegated staff member
Assessment Completion	Learner to complete outstanding assessments from previous round	Local LSP Induction Lead to have forms and room ready	Computers prepared & ready for completion of tests. Induction LSP monitors test completion	Head of School/ delegated staff member
2 nd Round assessment		Local LSP Induction Lead to monitor completion of baseline tests	Learners must work under exam conditions, mobile phones should be handed in. Once completed all documents are signed and the individual learner will receive a certificate at the end of term	
Functional Skills ICT – Entry Level 1	To complete a nationally recognised accreditation	Local LSP Induction Lead to administer assessment and supervise learners.	100% accreditation across RIVERSIDE MEADOWS ACADEMY. All assessments to be stored for internal verification	

Stage 6: Local Induction

Event	Task	Detail	Action	Responsible
Met by Induction LSP	Referrals for mentoring completed with learner	Mentoring explained as support provision	Learners Informed of processes and rational. Any personal behaviour 'triggers' recorded and entered into the learner profile in SIMS.net. PHP status confirmed and reviewed with risk management data on referral form.	Head of School/ delegated staff member

3 rd Round assessments	Mindset Interview Access for Arrangement (KS4) Spelling PASS Learning Styles	Local LSP Induction Lead to compile data	Inductee to sit online assessments – results to be input on SIMS.net using the induction mark sheet entry following download	Head of School/ delegated staff member
Local Staff Briefing				

Event	Task	Detail	Action	Responsible
Local staff induction briefing	Review all of the available performance data	Share details using <i>Student Teacher View</i> on SIMS.net and linked documents/ feedback presentation	Induction team to report on status of their area of control: Induction LSP: Assessments SEN administrator: Needs in relation to ILP DOL: Options & potential grouping LSM: PHP & additional information ICT: User data	Local LSP Induction Lead DoL/DOAI SSM
Interview with learner and parent/carer	To have a structured conversation with both learner and parent/carer	Provide free uniform Tour around the school Meet teachers and support the learners' needs	Answer any queries learner or guardian may have Make sure they feel comfortable and supported Explain timetable and the structure of the week ahead	

Parents/carers will accompany learners on their first visit. An introduction to the school and a tour will need to be organised

Learning guides/tutors need to arrange an introductory meeting with inductees joining their group.

Stage 7: Local Induction

Event	Task	Detail	Action	Responsible
Met by Induction LSP Subject inductions	LSP review session.	Local LSP Induction Lead supports individuals through process. Induction LSP summarises events of the day.	Departmental introductions and assessments focussing on attitude, behaviour and prior learning Individual teachers assess the learner and complete form in her/his handbook Issues and concerns addressed	Local LSP Induction Lead Teaching staff
KS 3 confirmation of class groups.	Update data systems.	Grouping updated in SIMS.net and classes allocated in Studywiz	Group list updated Registers updated Points system updated	Head of School/ delegated staff member
Introduction to tutor	Prepare inductee to meet tutor group		Formal introduction to tutor and tutor group	

The Induction LSP must ensure that all of the outstanding work is complete. It is her/ his responsibility to ensure that responsible persons have completed their tasks. In the event that a learner fails the induction the Learner Services Manager will send a letter (cc'd to the referring body & school based stakeholders) that confirms this and provides the family with information about their options. The Admin team must review numbers for the next referral and inform the ICT team to cancel orders.

Stage 8: Six Week Review. Local sites

Referring body informed of successful integration				Local LSP Induction Lead
House keeping:	Completion of administrative tasks	Invoice sent to referring body or other appropriate agency.	Previous school advised to remove learner from roll. For managed moves this can only happen on settlement of invoice	Local / Regional BSP

This policy was agreed June 2020 and will be reviewed annually by HORIZONS EDUCATION TRUST
Date of next review: March 2021