




Date approved	September 2024	Approved by	Executive Director
Review cycle	1 year	Signature	
Date for review	September 2025	Author	Headteacher

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code' This policy operates in conjunction with the following school policies:
 - Pupil Equality, Equity, Diversity and Inclusion Policy
 - Data Protection Policy
 - Special Educational Needs and Disabilities (SEND) Policy
 - SEN Information Report

1. Scope

1.1 This policy applies to all stakeholders involved with the Castle School

2. Principles

2.1 Castle School values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability

3. Rationale

3.1 Castle School is defined as a PRU for up to 100 pupils (with up to 60 dual registered with Kingsmead School). The main purpose of the school is to educate pupils who are unable to be educated in mainstream setting because of their health needs

3.2 The provision is dual purpose for pupils who have been referred by the local authority (LA) or school for hospital tuition or pupils with an EHCP for SEMH needs or children positively referred for Alternative Provision. (Reference: Kingsmead School Admissions Policy- 3.2)

3.3 This school can accept children from KS1 to KS5 under the following conditions

3.3.1 The Health needs provision element is able to accept pupils from Key Stage 1 to Key Stage 4 only

3.3.2 Pupils with an EHCP and named Kingsmead School but best placed at Castle School can only be accepted from Key Stage 2 to Key Stage 5

3.3.3 Those pupils educated in the hospital (Royal Derby) can be accepted Key Stage 1 to Key Stage 5, these pupils are dual registered

3.4 Any medical admissions to our school must be supported by the LA and at their direction, through the Health Needs Panel (HNP)

3.5 Any EHCP admissions to our school are supported via the LA and at their direction, normally through Inclusion Placement Panel, and dual registered with Kingsmead School

3.6 Any Hospital Admissions will be administered via the hospital coordinator and reported annually to the Local Authority

4. Admissions Criteria

4.1 Pupils can only be admitted to the Castle School through the following routes;

- Referred by local schools in line with Derby City Councils policy *ensuring a good education for children who cannot attend school because of health needs.*
- Pupils with identified Social Emotional and Mental Health difficulties whose needs can best be met through the stability of a long-term placement in a special school and have an EHCP (dual registered with the Kingsmead School)
- Pupils their current placement has broken down and an EHCP has not been reviewed or updated in line with the pupil needs. A period of assessment is required before determining next steps
- Pupils positively referred for alternative provision on either a full-time (this is at the discretion of the Headteacher and Executive Headteacher)
- Admission on Derby Royal's Children's Ward

4.2 The Respect Collaboration Schools reserves the right to educate pupils at the most appropriate school within its collaboration. The identified school will consult with parents to ensure their child's needs are best met as well as the pupil's mainstream school where necessary

4.3 Equalities

Our Schools will admit any pupil who fits the criteria for the school and will not discriminate based on protected characteristics

5. Application process and Referrals

5.1 Applications routes will only be directed through the following route

- Health Needs Panel (Health Needs Placements)
- Secondary Placement Panel or Primary Placement Panel (For those who are WASP)
- Inclusion Support Panel (EHCP Placements)
- Respect Panel (AP Placements)

5.2 All applications for places on the Castle School roll within the Special School will come through Derby City SEND Service and will be managed centrally through the Respect Collaboration of Schools

5.3 Where required for pupils being referred through IPP the school will reply to the SEND Team within 15 working days to either offer a place, request additional information or to give grounds, if unable to offer an or a place

5.4 The SEND department may make applications for pupils who are undergoing statutory assessment but for whom the process of issuing an EHCP has not yet been finalised. In these cases, the pupils will be treated as if they have an EHCP for purposes of numbers on roll

5.5 Pupils who were initially referred to Castle School via the hospital medical route may, either following a period of assessment or once identified as requiring assessment, be transferred onto the roll of the Kingsmead School (dual registered, based at Castle School) if it is decided that their needs can be best met through a longer-term placement at Castle School. In such cases the usual LA procedures will be followed and the appropriate consultation with parents and professionals will be completed in line with the SEND Code of Practice

5.6 Where pupils are referred via the health route and SPP, this will be reviewed with the home school and the LA at regular intervals (normally every 12 weeks and is the responsibility of the home school)

5.7 Once a placement is agreed all pupils will attend a planned induction programme. All new pupils receive an initial visit with parents/carers. They will usually enter on a part-time programme to facilitate a range of assessments and to ensure that the pupil's programme can be best matched to individual need

6. Hospital Education

6.1 Castle School holds the responsibility for education on the Children's ward at Derby Royal for pupils between the ages of 5 and 19, with medical conditions receiving treatment through the hospital

6.2 This is a coordinated service for children where the home school should provide education resources and Castle School staff facilitate this

6.3 Where pupils are placed on the ward without a school place, Castle School staff will provide educational materials appropriate to the Key Stage for that pupil, who will then be placed on the roll of Castle School

6.4 Following discharge from the ward, no ongoing provision will be provided unless referred to Castle School by meeting any of the above admissions criteria.

7. Escalation Routes

7.1 In circumstances where a school place is not offered, due to the way we are commissioned this is the responsibility of the Local Authority (LA) or a home school and Castle School are therefore unable to make any adjustments

7.2 Additionally where placements are offered but not wanted/required by parents this should be raised with either the home school in cases of health provision, full time alternative provision placements or with the LA for SEND functions

7.3 Where there may be other concerns raised around the conduct of Castle School or its staff this should be addressed through Respect Collaboration of Schools Complaints Policy