



ADMISSIONS POLICY

May 2014

1. Admissions and educational entitlement

1.1 In patients

All children and young people aged 3 – 19 attending children's centres, nurseries and schools who are admitted to Evelina Children's Hospital, Guy's Hospital or St. Thomas's Hospital are entitled to register with the Evelina Hospital School for education. The school also accepts a limited number of two year olds on a part-time basis. Please refer to Admissions Matrix attached.

1.2 Siblings

Siblings of in-patients whose parents are residing long-term at Ronald McDonald House will be accepted in the school at the discretion of the Headteacher following an admissions interview. The Headteacher will consult with the Ward Manager to ensure the hospital is aware of, and in agreement with, parental intentions to have siblings admitted to the school long-term. Very occasionally the school will also accept short-stay siblings if there is space in the school and these have been referred by professionals as 'emergency admissions'.

1.3 Re-engagement Programme Pupils

Evelina Hospital School has up to three places available for out-patient secondary pupils with chronic and life-threatening conditions who have been unable to attend their mainstream school for reasons related to ill health (physical or psychological). Pupils must be referred by a hospital consultant to the programme and be enrolled in a mainstream secondary school. Admission is dependent on the recommendations of a multi-disciplinary meeting and the approval of the pupil's funding local authority. These admissions are reviewed half termly to ensure a pathway back into the mainstream, an alternative education setting or further education.

1.4 Home Tuition Pupils

Evelina Hospital School provides home education for selected individuals with complex medical and/or special educational needs referred by the local education authority.

2. Provision at EHS

The Hospital School offers education in different locations across trust.

The School is open 5 days a week, morning and afternoons. The times of the school day are from 9.30 to 12.00 in the morning and from 1.30 to 3.30 in the afternoon

2.1 Dialysis Unit – Planned Places: 12 part-time (up to six FTE)

Dialysis Unit is based at Evelina Children's Hospital on Beach Ward and teaches all school aged pupils attending the unit for haemodialysis treatment.

2.2 Atrium Class – Planned Places: 24

Atrium class is located in the atrium of Evelina Children's Hospital. The hospital school's management, administration and resource centres are also located here.

Atrium Class has two learning areas.

- **Moon Class** caters for secondary aged pupils in Year 7 upwards, aged eleven and over.
- **Sun Centre** caters for early years and primary school children.

2.3 Ward Class – Planned Places: 10 to 15 pupils, depending on staffing available

Ward class is a 'mobile' school which provides one-to-one outreach education on Mountain, Savannah, Beach and Forest (PICU) to children and young people well-enough for a pastoral, leisure or more challenging learning engagement who are unable to attend the Atrium School. Ward School will also visit students aged 16-19 years admitted to adult wards in either Guy's or St. Thomas' Hospital, if a referral for education is made to the school.

Appendices:

1. Admission to Sun Centre (Short stay / Long Stay: Information for Parents)
2. Parent Consultation Form (EYFS)
3. Admissions Matrix



Admission to Sun Centre: Short-Stay Pupils Information for Parents of Early Years and Primary Children

In this document we refer to children

- aged 2, 3, 4 and 5 years (if in a Reception Class) as Early Years Foundation Stage (EYFS) pupils
- aged 5 years (if in Year 1) as Key Stage 1 (5-7);
- aged 7 – 11 as Key Stage 2.

Short Stay Inpatients and Siblings

The term 'short-stay' refers to those children who will be attending the school for less than five days.

We provide:

- a safe, stimulating, learning environment where all children feel included, secure and valued
- a play-based, imaginative, motivating curriculum with enjoyable activities which encourage children to make choices and develop independence
- opportunities to develop key skills such as listening, speaking, concentration, persistence and co-operation

Settling In

We want your child to be happy in our school. We see parents as partners and ask for your support and patience during the settling in process.

For 2 year olds: *Please stay with your child while they are in school.*

For 3, 4 and 5 year olds:

Please stay with your child while they are in school until we agree that your child is happy and settled. *This will vary depending on the needs of each individual child.*

For 6 – 10 year olds:

- Please settle your child into an activity and stay with them until we agree that s/he is happy and settled. *Again this will vary depending on the needs of each individual child.*

Please make sure we have your mobile number and location so that we can contact you quickly if we need to. Parents need to collect siblings from school at 11.55 a.m. after morning session or 3.25 p.m. after an afternoon session.

How you can help to settle your child:

- Encourage your child to join in the activities most suited to their age and abilities.
- Talk to your child about what they are doing. Be positive and encouraging – your child is in a new and unfamiliar setting and needs support.
- We want our school to be a happy place for all our children. If your child is distressed and not distracted by joining in the activities in the classroom, it may be advisable to come back to the school later when your child is feeling happier and calmer.

Admission to Sun Centre: Long Stay Pupils Information for Parents of Early Years and Primary Children

In this document we refer to children

- aged 2, 3, 4 and 5 years (if in a Reception Class) as Early Years Foundation Stage (EYFS) pupils
- aged 5 years (if in Year 1) as Key Stage 1 (5-7);
- aged 7 – 11 as Key Stage 2.

Long Stay Pupils

The term 'long stay' refers to those children who are expecting to attend our school for longer than five days.

Siblings of Patients

The Evelina Hospital School is intended as a temporary solution for the siblings of patients at the Evelina or St Thomas' whose parents may not have the means to take them to their own schools in new and difficult circumstances - in most situations it is better for the children to attend their own schools. We review each case regularly through meetings with the headteacher and parents on at least a half-termly basis.

Preliminary Visit

If you are intending to join our school for more than five days, please come in for a visit to meet the staff and headteacher and complete any paperwork. We will give you a pack for new starters. This will include: a parent/carer consultation form; a school registration form; a nappy changing consent form (for EYFS siblings, if applicable); information on local amenities; information about the school.

We would like to offer a place for any child who wishes to come to our school. For this reason we may at times be very full, and due to space limitations and adult/child ratio guidance, may only be able to offer two year old children a place in the morning or afternoon, for two hours initially. Please let us know if you have a preference which session, and we will do our best to accommodate you.

We provide:

- a safe, stimulating, learning environment where all children feel included, secure and valued.
- a play and skills based, imaginative, motivating curriculum with enjoyable activities which encourage children to make choices and develop independence.
- opportunities to develop key skills such as listening, speaking, concentration, persistence and co-operation.
- opportunities for children to work with and develop positive relationships with members of staff who will support and challenge their thinking and provide stimulating activities building on previous learning and the child's interests.
- where appropriate, we will contact the child's home school or nursery to discuss their learning and development and plan their next steps.

- we will make a record of achievement to celebrate your child's progress, with photographs, samples of work and adult observations which can be sent on to their next setting.

Settling In:

For 2 year olds:

- We ask that you stay with your child while they are in school for the first week, or longer if necessary, until we agree they are happy and settled. This will vary depending on the needs of each individual child.

For 3, 4 and 5 year olds:

- Please stay with your child while they are in school until we agree that your child is happy and settled. Again this will vary depending on the needs of each child.

For 6 – 10 year olds:

- Please settle your child into an activity and inform us if you are going to leave.

For Special Needs Pupils:

- We will ask you to provide information on your child's preferred form of communication and what type of learning activities they find motivating. If your child is likely to be in hospital for an extended period of time or is a recurring pupil, we will ask you to complete a 'Pupil Passport', this is a brief set of questions that will enable staff to communicate with your child about their family, school, friends, likes, dislikes, communication methods etc., to ensure that they feel settled and supported.

Physical Development

Children need lots of opportunities to be active. Physical development in the Foundation Stage and during primary school is about improving skills of co-ordination, control and movement, achieved through having the freedom to do activities such as running, climbing, throwing and catching, balancing and jumping. Due to the space limitations of our setting we cannot provide the same opportunities for physical activity as most settings. We ask that if possible, you find some time to take your child to the local park just opposite the hospital or for a walk in the hospital garden. This will ensure they do not miss out on these aspects of their development. Please see our guide to local amenities.

Parent/Carer Consultation Form

Child's name:

It will help us to settle your child into our school if you give us some information about them.

Tell us about your child. What activities does s/he like to do at home? Please mention any favourite toys, books, songs, interests or activities, and anything you are proud of.

Does your child have any brothers and/or sisters? Please tell us their names and how old they are.

What is the best way to settle your child if they become upset?

Is your child known by any other names?

Has your child had any Speech and Language Therapy?

Please tell us if your child has any allergies or medical issues.

Has your child had any school or nursery experience? If so please give details.

Who else may be collecting your child? Please also inform us on the day if someone else is collecting them.

EHS Practitioner:

Parent/carers:

Admissions Matrix

May 2014

	Age of child	Dialysis Unit	Ward	Atrium Class	Responsibility
IN-PATIENTS	In-patients 2 years old with special needs OR on cardiology OR referred as priority by Ward Mger.	n/a	Half an hour per day	Yes, if accompanied by parent / carer or 'guardian' – e.g. play specialist, ward staff	Parent/Carer Once child is settled and if numbers are low, school staff may say that accompaniment is no longer required, or only occasionally required. This is at discretion of school staff.
	In-patients 2 years old <i>no priority referral</i>	Up to one hour per day	n/a	Yes, but only if room in school and if accompanied by parent / carer or 'guardian' – e.g. play specialist, ward staff	Parent / carer or 'guardian' – e.g. play specialist, ward staff.
	In-patients 3 -4 years old, not yet in a reception class	Up to 1 ½ hrs per day: ¾ hour a.m. and ¾ p.m. if attendance is across 2 sessions	Up to one hour per day	Yes, one session per day unaccompanied if appropriate, by prior arrangement with the school. 10 a.m. – 12noon or 1.30 – 3.30 pm	School Staff
	In-patients 4-5 years in a reception class	Up to four hours per day	Up to one hour per day	Yes, up to two session per day unaccompanied if appropriate. 9.30 a.m. – 12noon 1.30 – 3.30 pm	School Staff
	In-patients 6 yrs+ Years 1 – 13 in school	Up to four hours per day	Up to one hour per day	Yes, all day unaccompanied if appropriate. 9.30 a.m. – 12noon 1.30 – 3.30 pm	School Staff
	Age of child	Dialysis Unit	Ward	Atrium Class	Responsibility
SIBLINGS	2 year olds	By referral from Dialysis Unit only	n/a	Yes, if living long-term at RMcD accompanied by parent in first instance. Adm Mtg. Req'd	School staff Parent / carer or 'guardian' – e.g. play specialist, ward staff.