



## **Admissions Policy**

### **1. Admissions and educational entitlement**

#### **1.1 In patients**

All children and young people aged 3 – 19 who are admitted to Evelina London 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 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. It is generally considered to not be in the interests of a sibling to attend a hospital school for a prolonged period, and parents will generally be encouraged to make arrangements for the sibling to attend their home school or register with a local mainstream school.

### **2. Provision at Evelina Hospital School**

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 10.00 to 12.00 in the morning and from 1.30 to 3.00 in the afternoon

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

The Dialysis Unit is based at Evelina Children's Hospital on Beach Ward and education is offered to all pupils from age 2 attending the unit for haemodialysis treatment.

#### **2.2 Atrium Classes – Planned Places: 24**

The Atrium class is the main site of the school on the third floor of the Evelina London Children's Hospital. Atrium Class has two learning areas.

- **Moon Class** which caters for pupils in Year 7 upwards.
- **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, Husky and Forest (PICU) to children and young people well-enough for learning but who are unable to attend the Atrium classes. Ward teachers and HLTAs 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.

### **3. Prioritising pupils at Evelina Hospital 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 need to prioritise education for some children. We may offer a shorter school day for some pupils to accommodate this. The school expects this to be a rare occurrence as staffing levels are usually sufficient to accommodate the need each day.

Below is the order of priority we will use to determine how to accept pupils:

- Children who are of statutory school age.

- Children over the age of three who would normally be entitled to some nursery provision.
- Those who are regular long-stay pupils, for whom the Evelina Hospital is the main planned form of schooling.
- Children or young people who are regular recurring pupils, such as those with chronic medical conditions.
- Pupils who are thought to be 'vulnerable' due to being in local authority care or subject to child protection or child in need plans.
- Those who are approaching significant public examinations, such as GCSEs or A-Levels.

#### **4. What is required from parents and guardians.**

We understand that being in hospital is often a very difficult time for families and we aim to not overburden parents with lengthy forms. We do however need to ensure the safety of children and so certain information and behaviours are essential. These are:

- Pupils must not arrive or leave school unaccompanied. They can be collected from the ward by Evelina Hospital School staff, be brought down to school by a nurse or play specialist or be brought into school by a parent.
- Parents and guardians must observe the collection times.
- Parents and guardians need to fully complete an admissions form before a child or young person can be accepted into the school. This needs to include a current and active mobile phone number in case of emergency.
- Parents and guardians need to stay with their child until it is agreed with school staff that their child is settled.
- Parents and guardians cannot use mobile phones, cameras or other digital communication tools anywhere inside the school.

#### **Appendices:**

1. Admission to Sun Centre (Short stay / Long Stay: Information for Parents)

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

**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: A parent, guardian or familiar adult needs to stay with the child while they are in school.

For 3, 4 and 5 year olds: A parent, guardian or familiar adult needs to stay with the 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: A parent, guardian or familiar adult needs to settle the child into an activity and stay with them until we agree that they are 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 3p.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.