



Evelina Hospital School Admissions Policy

School background information

We are a community special school providing education for:

- Children and young people aged 3-19 while they are in hospital.
- We also admit 2-year-olds from the term after they are 2, if accompanied by a parent or carer. We may offer nursery times only e.g. mornings only for this age group.
- Siblings may attend the school on request, spaces permitting.

Our two classrooms provide a 'drop in' facility during term times, between the hours of 10 and 12 for the morning session and 1.30 and 3 for the afternoon session. The same timings apply to our mobile ward school.

We are based in the Evelina London Children's Hospital but can work by arrangement with pupils across the Guy's and St Thomas' Hospital Trust (GSTT).

Admissions procedures

- Children and young people who are admitted to hospital in the GSTT, whether as in-patients, day patients or outpatients are eligible to have lessons with our school on days they are staying in hospital or attending clinics.
- All pupils are dual registered, and remain on register at their own school. Attendance figures can be provided for the home-school on request. Attendance figures are provided automatically for long term pupils.
- Handover information from medical staff on the wards informs us as to which children or young people are available for teaching.
- Handover information from GSTT staff needs to include any relevant safeguarding concerns.

The school, and ultimately the Headteacher, who admits pupils and we ask Trust staff to be mindful of this when talking to parents / carers.

- In certain circumstances, it may be necessary to exclude individual children from the school area (eg behavioural challenges). The school will work with these children on the ward. The Head teacher (or Deputy Head teacher in the absence of the Head teacher) reserves the right to make this decision
- Children must be assessed as well enough by ward staff to attend school (eg they must not be flagged on the electronic PEWS)

Siblings

- Parents can register siblings of patients at the school by arrangement with the school. We encourage parents to make arrangements for siblings to attend their home schools as soon as is reasonably possible.
- Patients take priority if the school is busy.

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