



Evelina Hospital School Admissions Policy

School background information

We are a local authority-maintained hospital school providing education for:

- Children and young people aged 3-19 while they are in hospital
- Children aged 2 (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 (on request, in exceptional circumstances, spaces permitting)

We teach in three classrooms (early years, primary and secondary) and on the hospital wards. Our teaching sessions are as follows (term time only):

Day	Morning	Afternoon
Monday	10 – 12	1.30 – 3.00
Tuesday to Friday	10 – 12	1.30 – 3.30

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. In exceptional circumstances, we may be able to offer sessions for patients for who are not inpatients (such as those attending clinic following a transplant). These situations will be considered on a case-by-case basis.
- 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, and whether they are available for classroom or ward sessions.
- Handover information from GSTT staff needs to include any relevant safeguarding concerns. It is 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 more appropriate for the school to work with individual children on the ward (e.g. those not able to manage in the classroom due to behaviours that may challenge). The Headteacher (or Deputy Headteacher in the absence of the Headteacher) reserves the right to make this decision.
- Children must be assessed as well enough by clinical ward staff to attend school.

Siblings

- We encourage parents / carers to make arrangements for siblings to attend their home schools. SLT (Senior Leadership Team) considers requests for siblings, in exceptional circumstances, on a case-by-case basis, including in relation to the distance the family are from home.
- Siblings are offered group sessions in the classroom only; no provision can be made for 1-1 or ward teaching.
- Admissions are considered on a short-term basis only, usually for up to two weeks. Hybrid arrangements (with children's home schools) can also be considered.
- We consider referrals for siblings from GSTT clinical staff and directly from parents / carers by arrangement with the school.
- This policy should be viewed alongside the document for parents / carers: *Sibling Admission* and the *Sibling Enquiry Form*.
- In-patients take priority.
- The decision of the school is final.