

Learner Referral and Induction Policy

2016-17



Stage 1: Referrals and Pre-admission

Event	Task	Detail	Action	Responsible
Referral received from YOS SNAPT IFYAP Localities SEN Panel EWA Schools CREW Other LAs And others	Review nature of referral	Permanent Exclusion	Offer interview if Tri-borough resident – ensure date falls within stated time limit	Head of CSS
		Out of School	Offer interview if Tri-borough resident – ensure date falls within LA time limits	Head of CSS
		Managed Move	Investigate reason for move. Interview may be offered if learner is currently in a Tri-borough school.	Head of CSS
		Transfer from Secure Training Centre	Offer interview if Tri-borough resident	Head of CSS
		TBAP named on Statement	Review for suitability and respond to consultation	TBAP SEN
		Managed Intervention	Offer interview if Tri-borough resident	Head of CSS
		6 Day Plus	Offer interview if Tri-borough resident (move to Stage 4)	Head of CSS

Stage 2: Referrals and Pre-admission

Event	Task	Detail	Action	Responsible
Referral refused	Clarify reason for refusal	Learner currently residing or educated out of borough Unable to meet learner needs	Inform referring body or agency reason for refusal	CSS Admin. Team & Head of CSS
Referral accepted	Inform parents/ carer/ referring body	Personal data input from TBAP referral form, (Telephone call to parent if necessary)	Offer of Interview letter sent out to parent/guardian Interviews will generally take place on Thursdays and Fridays. Learner interview booklet to be printed and Data Collection Sheet (SIMS.net report) to be run to establish what data is missing	Admin. Team & Induction LSP
	Pre-admission details entered onto TBAP SIMS.net deployment			CSS Admin. & Head of CSS
	Basic data collection and SIMS.net update			

	Complete SEN basic data update and send out SNAP parental questionnaire	SEN data input & TBAP SEN lead made aware of data update	SEN status must be input on SIMS.net. Specific need should also be recorded. All learners should be assigned SEBD as need.	Induction LSP Admin. Team
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Stage 3: Interview and Induction

Event	Task	Detail	Action	Responsible
All Interviews Monday/ Tuesday	Meet young learner and guardian	Ascertain background to placement	Alleviate fears of learner and guardian. Complete interview sheet Data collection - Health Form, Biographical data, Transport, Free school meals, Consent offsite activities & Photograph/ publishing consent. Complete a Personal Handling Plan (PHP) where necessary and attach to SIMS.net record.	Head of CSS / Assistant Head or Induction LSP
		Ascertain learner & parent views on placement. If negative go to Stage 4	<p>Introduce Learner Staff Agreement & Behaviour Expectations. Inform of Restraint Policy. Explain SIMS in Touch home communication system</p> <p>Investigate attitudes to learning. Ascertain social attitudes & out of school behaviour i.e. Issues at home and known associates at TBAP institutions</p> <p>Therapist to meet with learner and complete therapeutic induction in order to better understand social emotional and communication needs</p> <p>Therapist to introduce therapy service and interventions available to both learner and parent/carer and to complete consent with family.</p>	
	SIMS.net Update	Complete missing data	Induction LSP to return Data Collection Sheet to the admin. team to allow for SIMS.net update	Therapy team
KS4 Interviews	Year 10 & 11 learners	Clarify subjects and levels of coursework completed Option group data required to identify free classes	Options Booklet from appropriate school shared and the availability of subjects made clear – taken away by family for discussion. Subject leaders provided with an indication of learner preferences to allow forward planning	Head of CSS/ Assistant Head or Induction LSP
In all cases identify TBAP site or AP placement and agree start date for local induction				Head of CSS

Stage 4: Interview and Induction

Event	Task	Detail	Action	Responsible
Successful Interview	Inform parent & learner of start date and location of provision	Exclusions: start date given immediately	Explain first day expectations & provide an overview of the induction process at the relevant TBAP site	Head / AH of CSS
	Provide guardian and learner with induction timetable & handbook		Review the handbook and confirm times. Explain the rationale for data collection and the importance of the testing for future performance comparisons	Head of CSS & CSS Admin.
	Request academic material from previous school		Complete collection of any books, coursework, controlled assessments etc.	CSS Admin.
	Building Tour		Tour main areas of the CSS building including fire exits	Induction LSP
ICT testing set-up	Prepare ICT accounts for new learner	Test-wise account created for CAT Test SNAP A & B	Assign appropriate tests to inductee Inform ICT team about new arrivals by email. Names and start dates should be agreed with the appropriate TBAP location	ICT Technician CSS Admin.
Unsuccessful Interview	Decision taken on health and safety grounds Parent or learner refuses offer or unhappy at placement or awaiting the outcome of an appeal		Inform referring agency and investigate other Alternative Provision options	Head of CSS

Stage 5: Inductee's 1st Day @ CSS Wednesday

Event	Task	Detail	Action	Responsible	
10:0 0am – 10:3 0am	Met by Induction LSP	Introductions to key staff	Young person to meet key personnel with whom they may be directly initially involved	Induction LSP to ensure introductions	Induction LSP
		New photograph taken	New photograph for addition to SIMS.net account	Upload image to TBAP SIMS.net deployment	
10:3 0am – 12:3 0pm	1 st round assessments	CAT Assessments	Induction LSP to monitor completion of baseline tests	Ensure information is recorded in the Induction Mark Sheet Initial assessments identify ability in comparison to chronological ages. Any young learner working three years or more below their chronological age is a cause for concern. TBAP SEN lead begins to review strategies for teaching and learning support	Induction LSP TBAP SEN lead

Stage 6: Day 2 @ CSS

Thursday

Event		Task	Detail	Action	Responsible
10:00 am - 11:30 am	Met by Induction LSP	Young learner to complete outstanding assessments from round	Induction LSP to have forms and room ready	Computers prepared & ready for completion of tests. Induction LSP monitors test completion	Induction LSP
	2 nd Round assessment		Induction LSP to monitor completion of baseline tests	Induction LSP begins to input data received from learner and guardian SNAP form into main programme	
	Functional Skills ICT – Entry Level 1	To complete a national accreditation	Induction LSP to administer assessment and supervise learners.	Learners must work under exam conditions, mobile phones should be handed in. Once completed all documents are signed and the individual learner will receive a certificate at the end of term 100% accreditation across TPAP	
		Learner to meet individually with therapist to complete therapeutic induction	Complete resiliency measure, all about me and basic SLCN screening	Learner to be provided with information about induction groups and therapeutic support available within the school	Therapy team

Stage 7: Day 3 - @ CSS

Friday

Event		Task	Detail	Action	Responsible
10:30 am - 12:30 pm	Met by Induction LSP	Referrals for mentoring completed with learner	Mentoring explained as support provision	Learners Informed of processes and rationale. Any personal behaviour 'triggers' recorded and entered into the learner profile in SIMS.net. PHP status confirmed and reviewed with risk management data on referral form.	Induction LSP Head of CSS/ Assistant Head
	3 rd Round assessments	Mindset Interview Access for Arrangement (KS4)	Induction LSP to compile data	Inductee to sit electronic tests – results to be input on SIMS.net using the inductions mark sheet following download Group to be facilitated by therapist and induction LSP	

	11:30am – 12:30pm Meet with Therapist	1 st Induction group	Creative group to support learners in thinking about their placement / needs / aspirations / fears	Group to be facilitated by therapist and induction LSP.	Therapist and LSP
		Spelling PASS Learning Styles			
	Data collection & analysis	Update SIMS.net with assessment data	Input remaining Curriculum, PASS, PHP & CAT data to SIMS.net Create a Feedback presentation for Monday briefing	Review all data collection, upload appropriate forms and check data entry, Share feedback via SIMS and AP's Shared area Organise 2 nd interview date with parent/Carer Write feedback presentation for each AP Academy. Concentrating on data gathered and the character and background of each learner (include photo) SEN Profile sent to AP Academy for all Statemented/ EHCP learners	Induction LSP
Send Common Transfer File to appropriate TBAP admin team					CSS Admin

Local Staff Briefing

Monday and Tuesday

Event	Task	Detail	Action	Responsible
Monday 9:00am – 9:30am	Local staff induction briefing	Review all of the available performance data and therapy induction slide	Share details using <i>Student Teacher View</i> on SIMS.net and linked documents/ feedback presentation	LSP, SEN admin. , DoL LSM
	Interview with learner and guardian	To have a structured conversation with both learner and guardian	Provide free uniform Tour around the school Meet teachers Support the learner' needs	

Parents/carers will accompany learners on their first visit. An introduction to the school and a tour will need to be organised.

Learning guides/ tutors need to arrange an introductory meeting with inductees joining their group. ILP targets need to be considered/ shared



Stage 8: Day 4 - Wednesday

Event		Task	Detail	Action	Responsible
11:15a m – 15:00p m	Met by Induction LSP	Periods 4, 5, 6	Induction LSP supports individuals through process.	Departmental introductions and assessments focussing on attitude, behaviour and prior learning	Induction LSP
	Subject inductions	LSP review session.	Induction LSP summarises events of the day.	Issues and concerns addressed	Teaching staff Induction LSP

Stage 9: Day 5 - Thursday

Event		Task	Detail	Action	Responsible
9:15a m – 12:30p m	Met by Induction LSP	Periods 1, 2, & 3	Induction LSP supports individuals through process.	Individual teachers assess the learner and complete form in her/his handbook	Induction LSP
	Subject inductions	LSP review session.	Induction LSP summarises events of the day.	Issues and concerns addressed	Teaching staff

Stage 10: Day 6 - Friday

Event		Task	Detail	Action	Responsible
9:15a m – 12:30p m	Met by Induction LSP	Periods 1, 2, & 3	Induction LSP supports individuals through process.	Individual teachers assess the learner and complete form in her/his handbook	Induction LSP
	Subject inductions	LSP review session.	Induction LSP summarises events of the day.	Issues and concerns addressed	Teaching staff
KS 2 confirmation of class groups.					DOL, Induction LSP, PC Year Head

KS 3 confirmation of class groups.	Update data systems.	Grouping updated in SIMS.net and classes allocated in Studywiz	Group list updated Registers updated Points system updated	Year Head, Admin team
KS 4 confirmation of class groups.	Update data systems.	Grouping updated in SIMS.net and classes allocated in Studywiz	Core subjects and options confirmed (subject to availability) Registers updated, Points system updated	

The Induction LSP must ensure that all of the outstanding work is complete. It is her/ his responsibility to ensure that responsible persons have completed their tasks. In the event that a learner fails the induction the Learner Services Manager will send a letter (cc'd to the referring body & school based stakeholders) that confirms this and provides the family with information about their options. The Admin team must review numbers for the next referral and inform the ICT team to cancel orders.

Stage 11: Support & Review - Week 3

Event	Task	Detail	Action	Responsible
Introduction to tutor	Prepare inductee to meet tutor group		Formal introduction to tutor and tutor group	Induction LSP Learning Guide
Re-introduction to tutor	Prepare inductee for their first full day		Formal introduction to tutor and tutor group	Induction LSP Learning Guide
Induction LSP has discussion with the Learning Guide	Discuss the performance of the inductee	Review behaviour and attendance records and gather feedback from teaching staff	Induction LSP summarises performance and events of the week & enters the SNAP review date into the school diary Issues and concerns addressed or brought to the attention of the SSM who will share appropriate data with the Pastoral Coordinator or the Inclusion Deputy Parents informed of initial performance & concerns	

Stage 12: Six Week Review

Event	Task	Detail	Action	Responsible
Induction Review	Meeting arranged Induction LSP and/ or Learning Guide meets with learner and guardian.	Dates confirmed for induction review	Parents informed of initial performance & concerns. Data on attendance and behaviour shared with the family Induction certificate awarded and copy stored in personal file	Induction LSP Learning Guide Year Team Leader Head
SNAP assessment	Complete the SNAP teacher questionnaire	Induction LSP identifies curriculum teachers to complete electronic questionnaires	SNAP reports completed and passed to Pastoral Coordinator. SEN admin & Learning Guide/ tutor support the re-draft of an ILP	Pastoral Coordinator, SEN admin. , Induction LSP

School informed of successful integration

Induction LSP

House keeping:	Completion of administrative tasks	Invoice sent to referring body or other appropriate agency.	Previous school advised to remove learner from roll. For managed moves this can only happen on settlement of invoice	Admin. Team
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Induction Failure

In the event that a new learner's behaviour or conduct is deemed inappropriate by the Head of School during the 6 week review the learner is at risk of failing his/her induction. This may result in alternative provision being sought.