



## Golden Hill (Short Stay) School Referral Pupil Admissions Panel Meeting Protocol

Golden Hill is commissioned by Lancashire Education Authority to provide 50 pupil places for pupils permanently excluded in Districts 6 (Preston) 7 (South Ribble) 8 (West Lancs) 9 (Chorley).

When pupil capacity allows, Golden Hill is able to offer 12- referral in-house referral placements for mainstream pupils at high risk of permanent exclusion.

Requests for referral placements are submitted by mainstream schools for discussion at the Multi-disciplinary Referral Pupil Panel Meeting. The Panel meets once every half term, dates which are posted on the Golden Hill website annually.

Referral places are available as open access to all schools. Request must show a clear and robust graduated response with evidence of how these responses have been implemented and evaluated. The involvement of outreach support from GHIST or an alternative behaviour support specialist is required. A report and evaluated strategies from the outside agency must be provided.

***NB. If a Behaviour Specialist, other than GHIST, has been involved supporting the pupil in mainstream a professionals meeting with the mainstream staff and GHIST will be required. This professional meeting will include a pupil observation and liaison with mainstream staff. This is required in order to ensure the needs of the pupil are fully understood by the GHIST, links with the mainstream school are established and an effective transition plan can be implemented for the pupil's return to mainstream.***

***Further GHIST support following the placement can be accessed by the mainstream school, see the GHIST offer for charges on the website.***

***The cost of the Professional Meeting and observation is £200.***

Children Looked After are given priority for a 12-week referral placement.

Children who are in Statutory Assessment, or have been issued with a draft EHCP or Final EHCP with a mainstream school named on the plan will be considered for a placement Golden Hill if requested. The mainstream school Head Teacher/Senior Leader should discuss with parents/carers and SEND the request for the 12- week referral placement at Golden Hill. Parents, carers and SEND must be in full agreement of the referral request before

submission. Placements will not be offered to pupils who have specialist provision named on the EHCP.

### Multi-disciplinary Panel

The panel comprises of:-

- Members of Golden Hill's Management Committee.
- The Head Teacher of Golden Hill.
- GHIST Workers.
- A representative from the Inclusion Service.
- 3 Head Teachers/Senior Leaders in District 6,7, 8 & 9.
- CAMHS Mental Health Practitioner.
- Pupil Access Officer.
- Children's Champion
- AP (Alternative Provision) Representative.

1. The mainstream school Head Teacher/Senior Leader should discuss with parents/carers/social worker's the request for a 12-week referral placement at Golden Hill. Parents/carers or social workers must be in full agreement of the referral request before submission.
2. Referral Request paperwork is available via the Golden Hill website. Parent/carers/social worker's must sign their consent on the referral paperwork.
3. Referral Requests must be received by 12 noon on the deadline date stated on the website. The form should be submitted as an encrypted WORD document to [ghist@goldenhill.lancs.sch.uk](mailto:ghist@goldenhill.lancs.sch.uk) PDF documents and late submissions will NOT be accepted.
4. Referral requests are anonymised and sent to the Panel Members one week prior to the meeting.
5. Each Referral Request is scrutinised by the Panel Members who must ensure the decision to admit a pupil is in the child's best interests and is an appropriate placement.
6. Each Panel Member votes regarding whether or not to admit a referral pupil. A majority decision is accepted. If the panel is tied the deciding vote will be with the Head Teacher at Golden Hill.
7. Mainstreams schools will be notified of the outcome of the referral request. The panel may make recommendations for the schools to follow if not successful and schools can resubmit for the next panel with updates on outcomes.
8. The minutes of the panel meeting are circulated to the Panel Members following the meeting.

Referral places will be offered to mainstream school's subject to certain conditions. These conditions will be stipulated in the School's contract with Golden Hill, parents/carers:-

- *The pupil will be dual registered by the mainstream school and Golden Hill, with the mainstream school being the main school for registration purposes and Golden Hill the subsidiary school. Mainstream school must contact Golden Hill after 10.00am each Friday to gather the pupil's attendance data.*
- *The identified tight team from mainstream and Golden Hill will ensure good communication throughout the placement. Child Protection and safeguarding concerns must be communicated between the mainstream and Golden Hill DSL's.*
- *If the Panel decide that in the interests of the pupil's safety an additional Teaching Assistant is necessary for the pupil while on placement at Golden Hill, this will be journaled or invoiced to the appropriate body (ie. mainstream school, virtual schools, SEND, Inclusion Hub).*

Payment of £3250 to be either journaled or invoiced by Golden Hill on admission to Golden Hill. Payment for Universal and Free School meals will also be journaled or invoiced by Golden Hill at the end of the 12- week referral placement.

At the 8-week review meeting a bespoke re-integration/transition plan will be agreed with the mainstream and Golden Hill tight team around the child.

**Reviewed :- Referral Admissions Panel Meeting Protocol 02.09.24**

**Next review due:- September 2025**