



## 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 in Districts 6 (Preston), 7 (South Ribble), 8 (West Lancs) and 9 (Chorley).

When pupil capacity allows, Golden Hill is able to offer 12 weeks in house referral placements for mainstream pupils at high risk of permanent exclusion. Currently Golden Hill are able to offer 10 places per term.

Requests for referral placements are submitted by mainstream schools for discussion at the Multi-Agency Referral Pupil Panel. The Panel meets once every term, the dates of these panels are posted on the Golden Hill website annually.

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

#### Multi-Agency Referral Placements

1. Referral Request paperwork is available via the Golden Hill website.  
Parent/carers/social worker's must sign their consent on the referral paperwork.  
  
Further GHIST support following the placement can be accessed by the mainstream school, see the GHIST offer for charges on the website.
2. 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.
3. 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 at Golden Hill.
4. 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.

5. Referral requests are anonymised and sent to the Panel Members one week prior to the meeting.

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.
6. Mainstream 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 additional evidence and updates.
  7. The minutes of the panel meeting are circulated to the Panel Members following the meeting.

NB. If a Behaviour Specialist, other than GUIST, has been involved supported 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 the mainstream staff. This is required in order to ensure the needs of the pupil are fully understood by Golden Hill, links with the mainstream school are established and an effective transition plan can be implemented for the pupil's return to mainstream.

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

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 (i.e. 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 school and Golden Hill tight team around the child.

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

Reviewed: - September 2025

Next review due: - September 2026