



## **Battledown Centre for Children and Families**

*A Specialist Early Years Centre*

# **ADMISSION, INTEGRATION & TRANSFER POLICY**

*This policy covers all aspects of school's work including Special School, Extended Services (inc Daycare) and Child Development Centre*

*This policy should be read in conjunction with the Safeguarding and Assessment Policy*

**Committee Responsible:** SDI & Safeguarding

**Date of Policy:** June 2018

**Review Date:** June 2020

**Signed:** R Sutton  
Chair of Governors

**Date:**

Battledown Centre for Children & Families  
Harp Hill, Cheltenham, Glos, GL52 6PZ

## **The Referral System**

Battledown Centre for Children & Families is a special school maintained by Gloucestershire County Council (LA). As such, places at the school are commissioned by the LA and the process of admission is managed by the authority. The School has a remit to cater for children from 0 to 7.

Assessment referrals can be made by a wide range of professionals, including parents themselves using proforma provided on GCC's SENCOSPOT webpage (<http://www.gloucestershire.gov.uk/schoolsnet/sencospot>). This request for assessment is discussed by the Early Years Multi-Agency Planning Group (MAPG). If it is felt appropriate for a child to be placed at Battledown, MAPG refers the pupil to the Headteacher. Each assessment cycle is 6 months long, followed by detailed reporting, culminating in a Team Around the Child review meeting involving all professionals in discussion with parents. A new plan is drawn up at the end of each cycle.

School placement referrals are made as a result of the Education, Health and Care Plan (EHCP) process. Parents can request Battledown be the named school provision in their child's plan. This request is discussed by the SEN Casework Panel. If it is felt appropriate for a child to be placed at Battledown, SEN Casework refers the pupil to the Headteacher. Each pupil's EHCP is reviewed annually, including detailed reporting, culminating in a EHCP Annual Review Meeting involving all professionals in discussion with parents. A new plan is drawn up at the end of each Annual Review.

## **What is Battledown Centre for Children & Families?**

Battledown Centre for Children & Families is one of the county special schools maintained by the LA. It is unique in several respects. It is the only special school, which caters solely for Early Years and Key Stage 1 pupils. Battledown provides places for 40 'full time equivalent' pupils. Battledown admits children with all kinds of special need, including learning difficulty, global developmental delay, speech and language delay, receptive and/or expressive language disorder, physical difficulties, sensory impairment and emotional/behavioural difficulty. Children are placed in one of 4 mixed age group classes.

## **What is the function of Battledown?**

We offer support, care and education to children with special educational needs and their families. We provide a broad, well-balanced EYFS/KS1 curriculum. Pupils work towards the Early Years Foundation Stage Curriculum from ages 0 to 5 and KS1 Curriculum for ages 5 to 7. In practice children in KS1 may have

developmental ages significantly below their chronological ages which makes the EYFS a more appropriate curriculum. This is decided on a case by case basis. A multi-disciplinary team which may include Speech and Language Therapists, Physiotherapist and Occupational Therapist join the school team to assess children's needs and help them to develop so that they can fulfil their potential. We work with children's families to develop their understanding and acceptance of appropriate educational placement in the future and further their ability to promote their children's development.

### **Early Stages of Integration**

Children may be referred to Battledown Centre for Children & Families whilst already attending another pre-school setting. In discussion with parents a decision is made on admission as to whether dual placement is in the child's best interests. If it is felt to be so, early links are made between Battledown staff and those of the second setting in order to share knowledge and plan together a consistent programme of learning. Dual placement continues until the child reaches reception age or until it is felt appropriate for the child to transfer fully into their pre-school setting.

### **Receiving schools and settings and the integration process**

Every opportunity is given for staff in receiving schools and pre-school settings to come to Battledown to see children in our school context and to liaise with the team here. Schools are encouraged to be flexible about the year group in which a child is placed in order that needs are met in the appropriate way for each individual.

The experiences children have at Battledown Centre for Children & Families are designed to prepare them adequately for primary school, and colleagues comment very favourably on the standards of attainment our children show in areas such as personal and social and self-help skills. Battledown staff are used flexibly throughout the integration process, accompanying parents on initial visits or supporting a child in their new surroundings or being available to talk by phone with colleagues in the receiving school.

### **Integration**

All integration is overseen by the Outreach Manager for Battledown. When it is felt appropriate by Battledown, parents and receiving school, arrangements for school aged children are made to attend their mainstream school. This is a valuable part of the assessment process, giving us a perspective on the child's needs in a mainstream setting. If appropriate an Educational Psychologist will visit

the child in the receiving school. The child may attend mainstream school for a whole or half day whilst integrating. Currently Battledown Centre for Children & Families is able to offer Teaching Assistant support at a level appropriate to the individual child's needs. Battledown staff monitor integration with regular visits. Where appropriate, Battledown staff are able to offer training to mainstream colleagues in the use of a range of teaching strategies, e.g. behaviour modification, task analysis, TEACCH, PECS and other methods of communication such as Total Communication.

### **What is the follow-up procedure?**

Either a child's key teacher or the Family Worker at Battledown can be contacted for advice and support once a child has transferred to a receiving school. We are keen to encourage the dialogue, which has been established during the early stages of the integration process. This can continue as long as it benefits the child and the school. We are glad to attend any Reviews of a child's progress in the receiving school, if this is felt to be useful.

### **Which records will accompany the child?**

Details of a child's assessment are recorded against the six phases of the EYFS and KS1 (where appropriate) and these accompany the child to the receiving school together with a Pupil Transfer document. The Speech and Language Therapy Team will include their transfer document. The child's central file with all reports compiled during the child's assessment is also forwarded.

### **Conclusion**

Battledown is committed to careful assessment, close communication with families and working closely with receiving schools, promoting children's rights to be educated in their own communities alongside their peers wherever possible. Battledown Centre for Children & Families remains committed to inclusive practice whenever possible.

### **Review**

This policy will be reviewed in two years' time as part of a rolling programme.