



# **‘Revolving Door’ Policy**

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## **1. Context**

This policy outlines our procedure for all students we work with that are pre-year 12, where our role is to reengage young people back into mainstream education, taking into account our responsibility to not be considered the substantive part of their education, in line with OFSTED guidance. This document is intended to provide clarity to schools, referrers, local authorities and regulators, and to provide concise and transparent information on the circumstances under which an intervention takes place, and the limits of this intervention.

## **2.Aims**

The aim of this policy is to describe the process that LAMP follows to ensure that it uses a 'revolving door' system for students that are pre-year 12 and below who attend LAMP.

## **3.Legislation and Guidance**

Unregistered independent schools and out of school settings (DfE, March 2018)  
Children's Act (1989)

## **4. Roles & Responsibilities**

### **4.1 Directors**

The Directors will;

- Ensure that LAMP works within the WCC ABP framework
- Ensure that LAMP operates legally with and take appropriate steps to continue this
- Ensures that the Education Manager fulfils their role regarding the referral process and placement of students at LAMP correctly.

### **4.2 Education Manager**

The Education Manager will;

- Ensure that referrers understand the different procedures and processes regarding post-16 and pre-16 placement at LAMP.
- Ensure that parents/carers, students and referrers understand that a place at LAMP for a pre-16 student is based upon working towards a programme of reintegration to a school setting.

## **5. Student Profile**

LAMP specialise in working with young people with ASC and/or high anxiety. Due to their ASC, SEMH and high anxiety these young people can become overwhelmed and disengage in their mainstream school. An intervention at LAMP offers students the opportunity to re-integrate back

into education in a provision that can meet the needs indicated in their EHCPs, allowing them to work towards reattending their mainstream provision.

Student timetables at LAMP are individual to them and their needs. A post-16 student may attend for up to 5 days a week. A student in Year 11 or below can only attend for the time agreed for their reintegration programme due to the restrictions placed upon Alternative Provision as referred to in section 3 above.

## **6. Procedure & Process**

### **6.1 pre-16 students**

If LAMP receives a referral regarding a place for a pre-16 student, we will work very closely with the referrer to determine the programme hours and duration. Each student's case will be looked at on an individual, case by case basis. The following process will be followed;

- Referrer to contact LAMP re; prospective student
- Referrer and/or parent and/or student to visit LAMP
- If suitable provision, referrer to complete and return to LAMP referral paperwork, risk assessment and supporting paperwork e.g. EHCP, EP reports.
- Discussion to take place with referrer and parents/carers about programme length, hours per week and intended destination e.g. 2 hours a week for 12 weeks followed by reintegration back into a registered school setting.
- LAMP to review referral paperwork and make a decision re; place
- Place confirmed Y/N with referrer who will liaise with parents/carers
- Funding agreed by referrer – LAMP notified
- Timetable decided upon and agreed between; LAMP, referrer and student
- Place at LAMP starts
- Reviews to take place at appropriate intervals with parent, student and referrer

### **6.2 Post-16 students**

If LAMP receives a referral regarding a place for a post-16 student, they will work very closely with the referrer to determine the programme hours and duration. Each student's case will be looked at on an individual, case by case basis. The following process will be followed;

- Referrer to contact LAMP re; prospective student
- Referrer and/or parent and/or student to visit LAMP
- If suitable provision, referrer to complete and return to LAMP referral paperwork, risk assessment and supporting paperwork e.g. EHCP, EP reports..
- LAMP to review referral paperwork and make a decision re; place
- Place confirmed Y/N with referrer who will liaise with parents/carers

- Funding agreed by referrer – LAMP notified
- Timetable decided upon and agreed between; LAMP, referrer and student
- Place at LAMP starts
- Reviews to take place half termly with parent, student and referrer
- Annual review to take place yearly, where appropriate, with parent, student and referrer

## **7. The 12 Week Programme (pre-year-12s)**

Whilst each programme will vary due to each individual students' needs, interests, and personal circumstances, all will be kept to the following template:

### **Phase A: Week 1-6**

In the first phase of the programme, students will attend up to 3 full days at LAMP, based on their interests and needs. At the end of this period a progress review will take place, chaired by their school. The outcome of this will either be a reintegration into the school setting (move straight to phase C) or a continuation of the programme (move to phase B) based on the progress the student has made in Phase A.

### **Phase B: Week 7-12**

This phase of the programme will build on the information learned in Phase A on best ways of working with the learner, information which will be fed back to the school to help the reintegration of the learner into their mainstream setting. At the end of this phase, a progress review will take place, with the school chairing the meeting, and the programme will either end if reintegration to school is enough, or will progress to Phase C.

### **Phase C: Reintegration**

If reached, this is the final phase of the programme, and will consist of a gradual decrease of time as reintegration of school occurs. This will phase down each week, so that;

Week 13-14 will consist of no more than 2 full days

Week 15-16 will consist of no more than 1 full day

Week 16-17 will consist of no more than ½ day

Week 17-18 will consist of no more than 1 hour

The programme will not continue post week 18 under any circumstances.

## **8. Links to other policies and documents**