**S-19 STRATEGY 2022/2023**

**Rationale**

The Education Act 1996 Section 19 states

*‘Each local authority shall make arrangement for the provision of suitable education at school or otherwise that at school for those children of compulsory school age who, by reason of illness, exclusion from school or* ***otherwise****, may not for any period receive suitable education unless such arrangements are made for them’*

For those pupils whose education can be met effectively through mainstream schools, an immediate directive can be provided by the LA Admissions Team. For those pupils with additional needs, where mainstream school would be inappropriate, there may be a short gap in learning and safeguarding whilst an effective educational provision is established. The Local Authority will provide education and safeguarding through the S-19 Provision where appropriate to the individual needs of the pupil which is based at Owlet Road in Shipley.

**Key Priorities**

* To provide a short-term placement to ensure education and safeguarding for pupils with additional needs who are awaiting an educational placement
* To provide a personalised curriculum offer which impacts on achievement and attainment
* To ensure pupils are appropriately and effectively transitioned to an educational establishment that meets their individual needs

**The Referral Process**

All referrals will be made by the Local Authority SEND Team Manager. A referral form has to be accurately completed and submitted to MNHES Service Manager in order that an effective admission can be processed.

There will be a maximum of 10 pupils in the provision at any one time for a period of up to 12 weeks. Pupils will generally be split into 2 groups according to stage and need.

Each pupil will be offered 5 hours per day with a 30 minutes lunch break: 9.30 – 15.00

The S-19 Provision will be staffed by a qualified teacher and HLTA with support from MNHES Welfare Officer and Service Manager.

Once approved, the admission process will commence:

* Agreed in principle, subject to agreement from parent/carer and a positive home visit and tour of Owlet Road
* Welfare Officer/S19 staff to contact parent/carer and arrange a home visit and gather information
* Welfare Officer/S19 staff to contact parent/carer and arrange a visit to Owlet Road
* Transport to be arranged
* Pupil to commence learning at Owlet Road
* Review to ascertain agreed on roll educational establishment
* Effective transition to above agreed on roll educational establishment

The home visit and tour of the S-19 provision forms a crucial part of the admission procedure as it helps form a picture of the pupils, gives an indication as to their individual needs and ability and allowing the opportunity for important information to be gathered. It also affords parents and carers the opportunity to discuss issues or concerns and meet the staff who will be involved in working with them and their child.

There may be some pupils for whom it is inappropriate to admit to the provision. This may be because their needs cannot be met effectively. In these circumstances, the S-19 staff will ensure weekly safeguarding checks are in place until an on roll educational establishment can be agreed. In these situations, there will be close liaison with the Local Authority Safeguarding Team.

Stage 1

* Referral is made by SEN Team Manager to MNHES Service Manager during fortnightly Local Authority meeting
* MNHES Service Manager brings to fortnightly Allocations Meeting with MNHES Welfare Officer

Stage 2

* Welfare Officer/S19 staff to contact parent/carer to arrange a home visit
* Welfare Officer/S19 staff to contact parent/carer to arrange a provision visit

Stage 3

* Welfare Officer/S19 staff brings information to fortnightly S19 Meeting with Service Manager
* Start date and timetable to be communicated to parent/carer with additional S19 pack sent out
* MNHES Business Support Manager to administrate and organise transport and liaise with MNHES Administrator for attendance

Stage 4

* Pupil commences learning at S-19 Provision
* Information is gathered during the first four weeks to inform if the EHC plan si required to be updated
* Week 4 Review is organised by S-19 staff/Welfare Officer and communicated to stakeholders

Stage 5

* Week 4 Review takes place to discuss progress and next steps
* Week 8 Review is organised. This will be called as an Annual Review to formally open the EHC plan for updates and consultation

Stage 6

* Pupil effectively transitioned to the above agreed on roll educational establishment with all information shared with new provision

Stage 7

* In preparation for the week 8 Annual Review, S19 staff will populate an EHCP using the existing EHCP and assessments conducted at S19
  + Section A will be completed using information from pupil
  + Section B will be updated based on experiences at S19
  + Section F will remain as in the existing plan
* An EP/SCIL report will be commissioned if needs have dramatically changed which indicates a significant increase in provision in section F
* SEN Team Manager & MNHES Service Manager will QA new EHCPs in fortnightly LA meetings
* Consultations will then take place using the proposed amended EHCP created at the week 8 Annual Review

**The Exit Process**

The exit process from the S-19 Provision can take a variety of routes. The list below demonstrates a number of options available:

* The pupil immediately commences learning at the new provision with no transition needed
* The pupil attends a number of transition days before full time attendance commences
* e The pupil attends the S-19 provision whilst also attending the new provision

**Recording Process**

It will be the responsibility of the S-19 staff to ensure that all information is accurately recorded in the MNHES recording system. This includes:

* Pupil Information Sheet
* Attendance
* Daily Updates
* Communication Log
* Review Meeting Minutes
* Baselines & Assessments

**Baselines, Assessments & Personalised Curriculum Offer**

Due to the varied learning and social needs of the pupils within the S-19 Provision, the S-19 staff will conduct appropriate baselines and assessments with pupils to ensure that their academic and social ability is identified and communicated to their on roll educational establishment and that their curriculum offer is personalised and matched to their individual needs. This will also identify any required interventions to ensure that progress is made. Pupils will be given the opportunity to complete independent learning at home through work packs and online learning.

**Effective Transition**

The S-19 Provision is a short term placement and should never be seen as an ‘end of the line’ education provider. The main focus should always be effective transition to an on roll establishment. The main aim is to engage in learning and prepare pupils for a permanent educational provision.

The S-19 Provision will work closely with the LA SEN Team Manager to ensure that permanent educational establishments are located, agreed and effective transition put in place.

**Transport**

MNHES will organise transport for pupils where necessary. Where appropriate, PTS applications will be made.

**Funding**

* Staffing will be provided by MNHES through agreed additional funding
* Building costs will be provided by MNHES
* Resources and curriculum supplies will be provided by MNHES

The following will be funded through EHCPs:

* Transport costs
* Interpreter costs
* Additional costs necessary for the pupils’ needs as per EHCP information