

Hackney Learning Trust's process for allocation of places at ARPs 2018-19



A guide for Schools and Settings

Confidentiality Policy

Panel members must be aware that panel papers contain highly sensitive personal information about individual children and their families and therefore need to be kept ***strictly confidential***. This is not just a requirement of each member's contractual and professional responsibilities but also a requirement of the Data Protection Act 1998.

It is not possible for individual members to contribute to the panel's decision making process without disclosure of sensitive and confidential information. The information is released to panel members on a confidential and need-to-know basis only and on the strict understanding that it is not circulated nor discussed outside panel.

Panel papers are sent by email to named panel members only. Wherever possible the associated paperwork should only be held electronically on encrypted laptops. However, where the panel documents are printed, care must be taken not to leave papers unattended. Computers must be encrypted and 'locked' whilst in transit in order to prevent sensitive information being seen by others. Papers must be stored in a secure area before panel.

Panel members must only transport panel papers in locked bags or secure boxes and these containers must never be left unattended. At the end of panel, all papers must be returned to the Joint Funding Panel Coordinator who will dispose of them in the Council's confidential paper bins.

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1.0 Introduction

Many children with autism in Hackney attend their local mainstream school, and their needs are met by appropriate differentiation and interventions over time.

Hackney also has specialist provision for children with autism, in both special schools and additionally resourced provision in mainstream schools.

Pupils attending an Autism Resource Provision (ARP) or special school have access to a broad and balanced curriculum, differentiated where appropriate through on-going assessment and intervention. As well as learning in class, pupils in an ARP take part in a varied programme which may include community visits, swimming sessions or even horse riding. The ARPs aim to engage pupils in exciting and engaging learning opportunities that are based around their interests using ASD specific supports to ensure that each individual makes progress.

The Specialist Autism Provision Panel's (ARP ALLOCATIONS) purpose is to ensure the decision making around the admissions process to ARPs and special schools is robust and transparent.

2.0 What should schools do?

As stated above, many children with autism in Hackney attend their local mainstream school, and their needs are effectively met by appropriate interventions over time. For some children, a more specialist approach may be needed.

If a change to a specialist provision for children with autism is being considered, the first step is for the current school or early years setting to hold an annual review (AR) at which this is discussed. Any change should be based on professional evidence as well as parents' wishes.

Parents should be given information about the Autism Resourced Provisions (ARPs) and The Garden (from the SEN information report page on the website of those schools), as well as information about the admissions criteria and the panel process, from the HLT information leaflet. All this information is on Hackney Local Offer website.

Following the annual review, the SENCo or Inclusion Manager submits the paperwork to HLT in the usual way.

If a change to specialist autism provision has been discussed, and is considered appropriate, parents should be encouraged by the SENCo to visit the ARPs and/or Ickburgh and The Garden, with guidance from SENCo / other professionals as needed.

Following these visits, if the parents are still interested, the SENCo should complete the ARP referral form, to be discussed with and signed by parents, and submitted to the named Plan Coordinator, by the agreed date (see **6.0** below).

Once this form is received at Hackney Learning Trust, the pupil's name, together with their ARP referral form and annual review papers, will be added by the school's Plan Coordinator to the pool of names to be considered at the Panel.

N.B. Places at Ickburgh and The Garden are not restricted to this process and can be applied for at any time of year.

3.0 The ARP Allocations schedule (Primary ARPs)

1. **Early in the autumn term** the Chair of EHC Panel sets the panel date. The panels allocating places in the primary and secondary ARPs will be held in the autumn term.
2. HLT writes to all SENCOs, Senior Speech and Language Therapists, Area Coordinators and all of the specialist ARP provisions to inform them of the date of panels and that referrals can be submitted, giving a deadline.
3. When referrals are received, the **Plan Coordinator** scans and saves the annual review documentation and ARP referral form for each child in individually named folder within the Specialist Autism Provision folder in SENShare.
4. Papers will be sent to all ARP schools for formal consultation, with a period of 15 calendar days for responses to be received.
5. One week before the panel date, HLT will circulate by email:
 - a. The panel agenda
 - b. Pupils' papers and consultation responses
 - c. The criteria
 - d. Vacancy information
6. Panels will take place late in the autumn term/early spring term each year. Additional cases may be brought to EHC Panel other times if ARP places become available.

NB for secondary ARPs, the allocations process will take place alongside secondary transfer. Papers and parent's preferences will be received through this process, and not sought separately. Details of the decision making process are in the schedule below (6.0).

4.0 Panel decision making process

Terms of reference – See EHC Panel Terms of Reference

- Confirm vacancies in the ARPs and special schools, identifying year groups if appropriate.
- Discuss each child in turn, looking in detail at their needs in relation to the criteria
- Allocate places

5.0 What happens after Panel?

1. The Joint Funding Panel Coordinator liaises with all Plan Coordinators to tell them the outcome of panel.
2. The named Plan Coordinator contacts the family by telephone. This is followed up with a letter that sets out the reasons for the decision.
3. **After parents have been notified**, Plan Coordinators inform the referrer, current placement and receiving schools of the decision by phone call or email.
4. Parents confirm whether they accept or decline the offer within **two weeks**.
5. The Plan Coordinator informs the Admissions service of the allocation of places

6.0 The ARP place allocation schedule 2018-19

Secondary ARP place allocation

Table 1 below sets out the steps leading up to and following the EHCP Panel meeting at which secondary ARP places will be allocated, as part of the Secondary Transfer Process.

Table 1

Step	Action	Time table
1	Panel date scheduled and panel members notified	Autumn Term
2	Schools/Services submit referrals to HLT	15 th October to 9 th November 2018
3	HLT SEND Admin team email Mossbourne list of referred pupils, as well as all consultation paperwork. (Beginning of the formal 15 days consultation period)	12 th November 2018
4	All consultation responses received (End of the formal 15 days consultation period)	27 th November 2018
5	HLT sends agenda and paperwork to wider panel group	Week commencing 10 th December 2018
6	Panel meeting held	Friday 11 th January 2019
7	Minutes reviewed, signed off and circulated internally (HLT)	Monday 14 th January 2019
8	Plan co-ordinator contacts parent(s) / carer by phone to notify them of the Panel decision	Week commencing 14 th January 2019
Decision is NO		
	Issue NO decision letter Copy to referrer & include Plan Coordinator's contact details & right of appeal information	Week commencing 14 th January 2019
Decision is YES		
	Issue YES Decision letter Copies to referrer & receiving school & include Plan Coordinator's contact details & right of appeal information	Week commencing 14 th January 2019
In all cases		
	Plan coordinator amends final plan naming secondary school	14 th – 21 st January
	Plan coordinator issues final plan	Week commencing 21 st January

Primary ARP place allocation

Table 1 below sets out the steps leading up to and following the EHCP Panel meeting at which primary ARP places will be allocated, as part of the Primary Transfer Process.

Step	Action	Time table
1	Panel date scheduled and panel members notified	Autumn Term
2	Schools/Services submit referrals to HLT	5 th November to end of term
3	HLT SEND Admin team email Mossbourne list of referred pupils, as well as all consultation paperwork. (Beginning of the formal 15 days consultation period)	7 th January 2019
4	All consultation responses received (End of the formal 15 days consultation period)	22 nd January 2019
5	HLT sends agenda and paperwork to wider panel group	28 th January 2019
6	Panel meeting held	Friday 8 th February 2019
7	Minutes reviewed, signed off and circulated internally (HLT)	11 th February 2019
8	Plan co-ordinator contacts parent(s) / carer by phone to notify them of the Panel decision	Week commencing 11 th February 2019
Decision is NO		
	Issue NO decision letter Copy to referrer & include Plan Coordinator's contact details & right of appeal information	Week commencing 11 th February 2019
Decision is YES		
	Issue YES Decision letter Copies to referrer & receiving school & include Plan Coordinator's contact details & right of appeal information	Week commencing 11 th February 2019
In all cases		
	Plan coordinator amends final plan naming primary school	11 th February 2019
	Plan coordinator issues final plan	15 th February 2019

7.0 Who can help?

If you have any questions about the ARP Place allocation process call 0208 820 7000 option 4.