



THE
SULLIVAN
CENTRE

The Sullivan Centre

Admissions Policy

2026 - 2027



1	Summary	Admissions Policy			
2	Responsible person	Claire Goodaire			
3	Accountable SLT member	Katie Troake			
4	Applies to	<input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Claire Goodaire			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	19.7.23			
8	Version number	1.4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input checked="" type="checkbox"/> Support staff <input checked="" type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	19.7.23			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



The Sullivan Centre Admissions Policy Sullivan is an educational provision which supports children (aged 5-16) from Hull and surrounding areas whose education has been disrupted through illness or injury or a mental health condition which, prevents them from accessing their usual educational service:

Sullivan Centre services comprises of:

- The Sullivan Centre short stay classrooms located on the Boulevard, Hull.
- Home Tuition/Outreach Service
- Hospital Education Service located at Hull Royal Infirmary, Hull (Floor 2)
- Education at The Inspire, inpatient unit engaging, protecting and teaching 'our children' must be the starting point for all policies. This policy must be read in conjunction with our Safeguarding & Child Protection Policy and the service level agreement with the Local Authority.

1. Introduction

The aim of the service is to reintegrate all pupils back into full-time education at their dual registered school or an alternative setting at the earliest possible opportunity, whilst ensuring the reintegration is in line with the learner's capabilities and health needs. In some circumstances, pupils may be supported in accessing an alternative school placement. The service works closely with all partners including parents, pupils and other professionals to ensure that the service best meets each pupil's level of need. To ensure continuity in the curriculum, the responsibility for the learner's education remains with the school at which the learner is on roll.

All pupils must be on a school roll to access support from the Sullivan Centre provision. Support is provided when:

- A child is in hospital;
- There is medical advice that an absence from school due to illness or an injury is likely to last for more than 15 school days or more;
- A child suffers from a medical condition which leads to regular or intermittent absence from school over long periods;
- A child has an Education and Health Care Plan on medical grounds;
- CAMHS advises that a learner is unable to attend school due to their current mental health needs
- School staff (at the child's dual reg school) need advice on meeting the needs of an ill or injured child.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)



The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. Referral process

The Sullivan Centre is a referral-led provision that supports young people who are unable to attend school due to medical or mental health reasons.

Formal admission requests to The Sullivan Centre can be made via the following referral pathways:

- from schools (in addition to a supporting letter by a medical professional e.g. Consultant paediatrician or CAMHs clinical nurse/psychologist);
- directly from a Consultant or CAMHs when a child is enrolled at a school;
- through coordination with the Hospital Education Service (located at Hull Royal Infirmary);
- through consultation with the Special Educational Needs (SEN) team; Direct referrals cannot be received from parents/carers and will only be considered in joint partnerships with a child's Home School and other health care professionals supporting the child.

Admissions procedure

The referral form can be found online [The Sullivan Centre - Venn Academy Trust](#)



The referral form and supporting documents must be completed and signed by the pupil's parents/carers and dual reg school. It is important that all areas are completed so that we have a clear picture of ability and interventions tried as well as all the personal and contact details. Please also include the child's support plan or ADPR.

- All referrals must have supporting evidence from a senior medical practitioner or from CAMHS.
- A letter from a GP is rarely enough to support a referral although may be accepted in some circumstances e.g. when a CAMHS referral has been accepted but interventions have not yet commenced.
- Referral forms need to securely be sent with supporting medical evidence to Claire Goodaire via SullivanCentrePanel@vennacademy.org or postal address: The Sullivan Centre, 172 Boulevard, Hull, HU3 3EL

Referrals will be considered at each multi-agency admissions meeting which are held 4 weekly. On each panel we have senior Sullivan staff alongside experienced multi agency staff including; educational psychology, speech and language service, specialist nursing, CAMHS and the local authority. Interim decisions on the admittance into the service will be considered if referrals are classed as 'special circumstances' where urgent action is required. These decisions will be made by the Executive Head/Head of School in conjunction with senior staff and the information provided by professionals and parent/carers.

- If a referral to The Sullivan Centre is successful a meeting will follow with the family and representatives from the home school.
- An admissions meeting will be scheduled formalising the placement offer.
- All paperwork must be sent to The Sullivan Centre regarding the placement before a start can be established
- Following admission there will be a six-week review and then an additional review at 12 weeks.

5. Transport

Acceptance to The Sullivan Centre does not guarantee that transport will be provided from the local authority. This is the dual registered school's responsibility to organize transport if the child is dual registered. This should be discussed before the referral is made with the dual registered school and the family. We can however help by providing a bus pass for those children that can travel independently and the skills needed for this. It is only in exceptional cases that the Local Authority will support in funding the transport.

6. Admissions to the Hospital Classroom

Pupils aged 5-16 who are admitted to Hull Royal Infirmary are eligible for support from The Sullivan Centre as the health and needs education service. Referrals will be made on a daily basis upon the advice from the medical team supporting the child. Tuition will only be allocated upon consultation with a child's parents/carers. Upon receipt of tuition, dual registered school will be contacted on a weekly basis to inform the school of the provision received. In some circumstances, upon discharge, pupils may be referred to The Sullivan Centre classroom or Home Tuition service.



7. Admissions to Inspire

The service has 13 beds in total. Nine beds are for general adolescent admissions and four are PICU (Psychiatric Intensive Care Unit) beds. The inpatient unit is equipped and staffed to treat young people struggling with a wide range of mental health issues such as depression, severe anxiety, psychosis and eating disorders.

The service aims to provide an evidence based and effective service for young people with severe and complex mental health difficulties.

The service will provide timely and appropriate assessment and intervention which will facilitate that young person's progress on their recovery journey to affect discharge to the care of their local community CAMHS teams. The unit also aims to reduce out-of-area placements for young people across Hull, the East Riding and North and North-East Lincolnshire, cut the lengths of inpatient stays and lead to better outcomes for young people.

Admissions to the unit is decided by a team of medical staff.