The application process for MTS is as follows:

1. A school makes the decision that they feel a child may be suitable for medical reasons for MTS service provision.
2. The school complete the Assessment form for schools form with as much information as possible which includes pastoral information, external agencies input and a lead teacher to provide information on the educational levels of the applicant.
3. The school sends out to the relevant medical agencies the Medical Referral form and those agencies complete the form to the best of their ability with as much relevant knowledge and information as they have at that time. We do appreciate that cases may be on going.
4. Those forms when completed are submitted to the Pupil Referral Panel which meets every other Wednesday at Tor Hill House. Dan Hamer chairs that meeting and the Student Services team collates all the panel referrals. Panel meets to decide a number of different applications including the Torbay School and Chestnut Provision. Primary and Secondary school cases are discussed. The panel is made up of representatives from schools, EPs, Virtual School, CAMHS and Attendance officer.
5. The panel then discuss and decide if the applicant is suitable for the applied provision.
6. For MTS applications Jayne Clive then liaises with the on roll school and then makes a home visit to establish the need. A decision will then be made as to if the child attends Halswell House, has Community Tutors to visit the home, enrols in YMCA or Academy 21 on line learning or a combination of these providers.
7. Jayne Clive then writes a safety plan and if needed arranges a multi agency meeting to showcase the way forward planned for that child.

Acceptable medical evidence includes:

1. Letters, reports and communications from a Community Paediatrician – example of this would be a letter stating a diagnosis.
2. Letters, reports and communication from a Hospital Consultant – example would be a letter from a cranial specialist diagnosing cranial pressure and the related symptoms and treatments.
3. Clinical Psychologist’s report
4. Educational Psychologist’s report – detailing how their learning is being disrupted or affected by the medical condition and what staff can do to aid the learner.
5. Consultant Child and Adolescent Psychiatrist – giving a diagnosis of a mental health issue.
6. CAMHS practitioner but not a primary mental health worker.

Please note that all learners remain on roll with the school that made the application for them. The school must not remove them from their roll unless they move out of area or change schools.