



# EdStart Schools

## ADMISSIONS POLICY

<b>Policy Reviewed</b>	September 2023
<b>Review date</b>	September 2024

### CONTENTS

<b>1.</b>	<b>Introduction</b>
<b>2.</b>	<b>Admissions</b>
<b>3.</b>	<b>Process for Admissions</b>
<b>4.</b>	<b>Admissions Register</b>
<b>5.</b>	<b>Cessation of Placement</b>

## 1. INTRODUCTION

Edstart aims to provide a varied and alternative curriculum to those who have additional needs or perform better in a smaller classroom environment. Edstart aims to cater for learners with special educational needs, that have been identified by the referring school or agency

Admissions are to be dealt with by the Senior Management Team at the company. Initial contact regarding a referral from a school or agency will generate the need for the completion of Edstarts' referral form. This must be completed thoroughly and returned to the SMT for deliberation. The referral form is available on request.

Edstart will admit referrals based on the following criteria:

- Successful thorough completion of the referral form
- Key contact information of the learner

- Comprehensive information provided by referring agency, including access to SEN statements
- Decision of the SMT based on referral information
- Ability of the learner to engage in a classroom setting and participate in activities
- Ability of the learner to achieve
- Ability of the learner to complete qualifications based on date referred
- Ability of learner to follow a standard / offered school curriculum
- Suitability of the learner to the programme
- Impact/ risk to others including staff and students
- Impact on other learners previously enrolled on programme
- Good school attendance which is an appropriate use of funding and school resources.
- Appropriate use and respect for school resources, staff and values
- Meeting with Parents/Carers to agree learning and behaviour targets
- Financial agreement and SLA signed and returned

Successful admission will result in an induction period for each learner and a sustained observed assessment of their suitability to determine programme level. Parents or guardians will be informed of the provision and how to access policies relevant to the young person's education, safety and welfare.

Regular contact is to be kept with the referring school or agency concerning progress of the learner and other matters that may arise. See Section 5.

## 2. ADMISSIONS

At EdStart we seek to ensure that all young people who are admitted to the school will thrive in a supportive environment and will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, race, or religion.

At the point of admission to EdStart it is made clear to all prospective students and their parents that they are expected to co-operate with the teaching and support staff and to promote the greater good of the whole community. We also wish to establish a full partnership with parents in order to promote the interests of the student body. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment,

and any behavioural or disciplinary issues known to parents at the point of application, and thereafter. This information is essential to assist with admissions.

### 3. PROCESS FOR ADMISSIONS

For all referrals EdStart adopt a collaborative approach with home schools, the Local Education Authority or Pupil Referral Units, to ensure that the needs of individual young people can be met.

**To ensure a consistent approach to this the process will be as follows:**

1. Following initial enquiry from a School/PRU/Local Authority it will first be established that a placement vacancy exists by the Referrals Panel.
2. Should the enquirer be unfamiliar with the work of EdStart further details may be provided and this should include a discussion about the young person's situation and suitability to EdStart.
3. An Initial Referral Form and Pupil Risk Assessment with as much relevant detail as possible will be needed. This form will normally be completed by the organisation requesting the placement.
4. Upon receipt of the completed form the Referrals Manager will make contact with the school/agency, usually by telephone, to arrange a referral meeting.
5. The referral meeting will normally be attended by the Centre Manager, Referring Agency and a parent/carer. If appropriate our SENCO or Specialist Support Staff will attend.
6. The meeting provides an opportunity to outline the aims of EdStart and review the school's induction pack. This pack contains important information about health & safety, safeguarding, equal opportunities, complaints and other policies together with details about the school's expectations from young people attending the school.
7. A copy of the induction pack is provided for parent/carer.
8. The young person is the key person in this meeting. They are asked their thoughts and feelings about coming to the school. This allows the young person to discuss the reasons they believe they are being referred to EdStart, how they believe by attending the centre they can try to overcome any barriers to their education.
9. Input from parents/carers is also considered valuable to the process as is any further information from the school representative.

10. The 'student contract' is discussed to ensure that prospective admissions are clear on the content and agree to adhere fully. A signed statement of this agreement is retained and placed on file.

11. It is good practice to include a tour of the facilities as part of the meeting to help the young person begin familiarisation and allow the chance to ask any questions.

12. Subject to the placement being agreed by all parties a commencement date will be confirmed, in writing, at the earliest opportunity.

#### **4. ADMISSIONS REGISTER**

In accordance with the Education (Pupil Registration) Regulations 2006 (Amendment 2016) EdStart will maintain an admission register containing an index in alphabetical order of all the students at the school and shall also contain the following particulars in respect of every such student:

- Name in full
- Sex
- The name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency
- Day, month and year of birth
- Day, month and year of admission or re-admission to the school
- Name and address of the school last attended, if any.
- Name and address of onward destination or any shared provider

The school management team will ensure that the admissions register is kept up to date with the inclusion of any new referrals.

#### **5. CESSATION OF PLACEMENT**

In accordance with the criteria outlined in this policy section one. Edstart schools has the right to end any placement which we feel does not fully meet the agreed entry and engagement requirements.

When a student is struggling to meet any of our expected criteria and or the following concerns exist; attendance (below 65%), behaviour (3 or more exclusions) or learning engagement is low a support and intervention meeting will be held with student, home and referring school/agency.

Following this meeting a two-week intervention period will be followed to ensure improvement in the desired areas. If the plan is enabling change, it will be continued for a further two-week period to ensure embedded change.

If the plan is not having the desired impact the school will issue a formal withdrawal of placement letter with a two-week notice period for placement end to the home and partner school/agency/authority.

This place remains with the school/agency and can be used for another student. We will support student/partner agency and home with onward reporting to ensure placement success in future.

**Version: September 2023**