

# **Admissions Policy**

## **Introduction**

This policy sets out the admissions arrangements for students into Inspire South West, ISW is an Alternative Education Provision registered community interest company.

## **Admissions**

- The Local Authority (LA) refer students who are permanently excluded from a mainstream school and are awaiting transition into a new setting or require a bespoke package using ourselves and a number of providers.
- Schools make referrals for students who need either alternative provision for a fixed period of time or a bespoke package that includes attending ISW.
- All referrals must be made through the Director of education.
- There will be an exit plan for all students to facilitate reintegration into an appropriate provision after their time at ISW.
- All admissions must comply with the relevant legislation.
- Every new admission will undergo an induction/risk assessment prior to joining ISW.
- Regular multi-agency meetings/meetings with the main school setting must be in place.
- School Support Partnerships (and other intervention programmes) will require an open dialogue between the Schools and ISW to ensure “fairness” in allocation/duration of placements.
- Whilst attending ISW on a school support/intervention programme the student will be registered with the referring school.

## **Charging Process**

We will invoice referring schools and agencies where applicable prior to the commencement of each placement in accordance with the funding

agreement in the placement contract. This must be in place prior to students being admitted to ISW.

## **Responsibilities & Commitments for Students on placement at Inspire South West**

### **Referring School Requirements:**

- The student will be registered with the school and the school retains responsibility for the student;
- the referring school will agree entry strategies for the student with ISW based upon the entry criteria;
- the school must share all relevant safeguarding information and behaviour logs for the student with ISW before the student starts;
- a school representative must attend any multi-agency or important meetings regarding the student;
- the school will agree entry strategies with adults holding domestic responsibility for the student, for example parents;
- the school must ensure that its working practice is reviewed and that the school is able to replicate some of the strategies when the student returns to its care;
- the school must maintain effective communication with ISW
- the school must agree exit strategies and targets for the student, these to be determined in partnership with the staff of ISW;
- if the student has an Education Health & Care Plan (EHCP), the mainstream school retains responsibility for initiating and chairing the Annual Statement Review and must hold a review as part of the referral process.

### **The Parent/Carer:**

#### **The Parent/Carer Must;**

- ensure that their child goes to the provision regularly, on time and correctly dressed (as agreed with their schools);
- notify ISW of reasons for absence;
- maintain awareness of and supporting achievable targets for their child, this includes agreeing to work with relevant professionals;
- attend review meetings about the progress of their child;
- maintain good communication with the centre regarding changes in their child's behaviour, both positive and negative, and any significant events that may cause a change in the child's behaviour;
- support ISW policies and guidelines for behaviour;
- communicate with the provision and its staff in a respectful way;
- develop a positive working relationship with ISW by contacting us directly to share concerns (email or telephone) rather than using social media;

- comment only appropriately and constructively about ISW on social media, without naming members of staff;
- talk to their child about their life at the provision;
- make ISW aware of any concerns or problems that might affect the child's work or behaviour;
- contribute to the creation of achievable targets for the child.

## **Students with SEND**

Before students with an Education & Health Care Plan (EHCP) are admitted to the Academy, they must be subject to an interim review by the referring agency (unless they are permanently excluded from a school). The purpose of the review will be to determine the changing needs of the pupil, inform the EHCP and determine an exit strategy. The Local Authority should agree to the change of provision, and it should be reflected in the EHCP.

## **Children in Care**

For Children in Care, or students subject to multi agency involvement at Child in Need (CHiN/CIN) or Child Protection (CP), referring schools, ISW staff, LA officers and other agencies involved must attend regular review meetings.

## **Exit Strategies**

ISW will determine the exit strategy based on consultation with the referring agency or school, LA officer, pupil, parent/carer and the Directors and appropriate staff in the receiving establishment. It remains the ambition for student to be re-integrated after their initial agreed placement.

**Policy Adapted: 14/4/23**

**Review Date: 1/4/24**