



ADMISSIONS POLICY

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1. Purpose of Policy

The purpose of this policy is to set out our admission policy to demonstrate that admissions will be fair, open and transparent and enable ELKOLET'S Alternative Provision (hereinafter referred to as the AP) to meet the needs of its students. We are committed to supporting vulnerable young people and will ensure the AP can meet their particular needs before they are offered a place.

The AP was established to deliver education to young people who struggle in mainstream education and would benefit from different forms of learning. Students are likely to have experienced school attendance issues, social, emotional or behavioural difficulties. This includes students who are at risk of exclusion, have self-excluded themselves, or who have been excluded from mainstream education.

The aim of the AP is to re-engage students into education and support progression to employment, training or further education.

To safeguard staff, volunteers and current students at the AP, any potential student who poses a significant safety risk to themselves or others will not be accepted at the AP.

2. Students supported by ELKOLET

Our priorities for providing places are for:

- Those who have social, emotional or mental health needs that limits the amount of time they can spend in mainstream school
- Those who have been absent from mainstream school for long and recurring periods
- Child Looked After (CLA)
- Children with an Education Health Care Plan (EHCP)
- Children involved with outside agencies (e.g. Social Services or YOT)

The AP will provide education for students aged 7- 16 (primarily 11-16), for no more than 15 hours per week, for 38 weeks across the normal academic year. This number will be reviewed as required. These placements will be part time and consist of a bespoke timetable to meet the needs of the young person.

3. Referral arrangements

Requests for support for young people aged between 7 and 16 who are experiencing social, emotional, mental health or physical health can be made through one of the following referral routes:

- Referred by the mainstream school to support the school's early intervention measures to address attendance and/or behaviour.
- Referred by Hampshire Virtual School for CLA.

- Referred by parent/guardian.
- Referred by Hampshire County Council for students with an EHCP.

All referrals must complete the referral form fully and submit to the Alternative Provision Director of Education and Family Support and attend a referral meeting before a place will be offered. This is outlined in the procedure below.

4. Registration arrangements

Where students are on the roll of a school and attend sessions at the AP, the student will be dual registered at their current school.

In case of absence, we would expect parents/carers to contact the AP to let staff know (please refer to our Attendance Policy for further information).

5. Probationary Period

All students must satisfactorily complete a 3-week probationary period and take part in a review meeting with the AP staff, parents and Commissioning School/Agency staff.

6. Referrals and Admission Procedure

1. An initial enquiry is received by the AP via phone or email.
2. A referral form is completed by the referrer.
3. Once a referral form is received by the AP, it is securely logged on our system.
4. The referral form must include supporting evidence of thorough prior assessment with proposed outcomes. e.g.
 - a. Individual Education Plans
 - b. Essential baseline information, i.e. academic, social/emotional, current educational provision/ curriculum, details of Special Educational Needs and or Disabilities (SEND)
 - c. In case of a medical referral, written support from a paediatrician
 - d. Evidence of ongoing interventions
 - e. Exclusion record
5. The AP will contact the referrer and arrange a meeting at The ELKOLET Centre with the student, parent/guardian, the AP and the Commissioning School/Agency. The meeting will be used as an opportunity to ensure the needs of the student can be met by the AP and that the student is also satisfied with the premises.
6. A decision will be made at end of the meeting. If further information is required or if a funding arrangement has not been agreed this may be a conditional offer. If the AP is not able to meet the needs of the young person it will be agreed at the meeting and no further action will be required.

7. If the AP is able to accept the student, the AP will contact the representative to accept the referral with details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.
8. At the end of the agreed probationary period, a review meeting will take place to discuss progress and the continuation of the placement

Appendix A: Admissions Flowchart

