

# ADMISSION POLICY & PROCEDURE

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## RISE LEARNING ZONE

### ADMISSION POLICY & PROCEDURE

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As a fully inclusive educational service provider we aim to take pupil referrals for our alternative provision programme from a number of referral sources (usually schools).

Admission to the provision is for any student who is struggling to fit into the pattern of normal education for one reason or another, especially those who are not expected to achieve well in the normal school curriculum, and would benefit from participation in a foundation learning programme that is focused on their needs and is flexible to their behaviour patterns.

We are happy to admit young people either at the beginning of the school year, or on a roll-on, roll-off basis throughout the year. We are used to accepting referrals during the school year, and of managing high turnover. Whilst we accept that it is best for the young person, it is often the nature of alternative provision that things change quickly. We keep up-to-date attendance and achievement data, and would be able to pass a young person's learning and achievements over to another provider or back to the home school quickly, so as not to further disrupt a young person's education. The flexibility of our provision also ensures that we are able to accommodate young people who arrive mid year, to ensure that they are very quickly given the support they need to catch up, or to fit in with the current students and take an effective part in the learning process. All learners will get the opportunity to achieve something, whether or not they participate in the full year curriculum.

#### **The Admissions Process**

- We will admit Key Stage 4 pupils, aged 14 to 16 years, who for one reason or another are not engaging fully in their formal education, or in the post 16 age category but currently NEET (not in employment, education and training).

- Referrals can be made at any time during the academic year in a “roll on, roll off” model of admission, and we can admit a pupil at any time, up to our maximum number of pupil places.
- Admissions are made on a “first come, first served” basis, although priority for the Year 11 places is given to those students who were with us during Year 10.
- Given the nature of our referrers, we understand that a waiting list would not be appropriate, as referrers normally will not be able to wait for a place to become available. However where a referrer requests that we let them know when a place becomes available we will ensure this is done.
- There are no formal selection criteria, and no prior returning is required before students can be admitted onto the programme as the referring schools/agencies that we work with have already assessed our provision as a viable option for their pupils.
- A place is allocated provisionally to the pupil, before initial discussion.
- Pupils, parent/s and a representative from the referring school/agency will then come along to an initial discussion. This is a mutual discovery process during which we let all parties have information about the provision they can expect to participate in, our expectations for all of our pupils in terms of behaviour and achievement, and to inform the student of our responsibilities and promises to them as equal participants in their education. The parent/s and pupil discuss what they feel they need us to offer in order for the pupil to succeed.
- In order to comply with parent/s’ requirements for their child, they have to establish that we are the right option for their child to be able to learn. The initial discussion is used in order for the parent/s to establish whether they feel that their criteria and expectations for their child’s education will be met by us.
  - After the initial discussion the pupil, parent/s and referrer take the information away and discuss the option.
  - After discussion with the referrer, it is the parent/s and pupil’s choice as to whether or not they feel we are the appropriate place for them. They then have to inform their link teacher at their current school of their decision, who will inform us, and initiate paperwork as necessary.
  - Once, after that discussion, the pupil decides that they would like to use our provision, we will send out a parental contact, permissions and medical form,

(via post or email), which the parent must complete and return as soon as possible.

- We will then confirm a start date for the pupil to come for induction. Once a pupil is given a start date, and that date has been agreed, we will enter them onto our Admissions Register, and will charge the referring provision from that date.
- The pupil is entered onto the Class Attendance Registers and their attendance is monitored from their agreed start date.

After the admissions process has been followed, we expect to receive the pupil's education record, including attendance, CAT scores, predicted grades, and any individual learning plans, where possible within 15 days of the pupil taking up their full-time place on our provision.