



ADMISSIONS

Date Approved by Board	
Next Review Due	October 2024

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Appendix 1 Record of Changes

Appendix 2 Record of Employee having read the Policy.

APTCOO may be referred to throughout this policy as 'The School'.

1.0 Introduction

At APTCOO our education focusses on learners with significant and complex additional needs who may be “lost to learning”, at significant risk of exclusion or out of school with a placement difficult to establish. This may include, but is not limited to, young people who have an Education Health Care (EHC) Plan and young people who do not have an EHC Plan but are undergoing an Education, Health, and Care Needs Assessment.

The majority of our learners will have a special educational need or disability and may be young people who have been isolated in their learning journey through a number of factors that have made them particularly difficult to place within local authorities, either in mainstream settings or in special school placements.

The focus of APTCOO is often towards re-integration into an appropriate mainstream provision linked to both age and ability.

APTCOO's education provision offers a creative and flexible curriculum with indoor and outdoor spaces; functional skills and essential elements of the national curriculum are embedded in our curriculum and individually tailored schemes of work. Our learners will require APTCOO's intensive nurturing to attain and sustain emotional stability to allow educational development to take place. We use evidence-based intervention strategies that have been proven to be effective in improving the social, emotional and communication skills of young people with additional needs.

We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of ability, gender, ethnicity, race, or religion. Admission is reliant on adherence to the school's admissions procedures as set out below:

2.0 Referrals

APTCCO provides support and provision for children and young people between the ages of 5 and 18 years (up to 25 years if with a specific EHCP pathway).

Young people are referred to APTCCO from a variety of routes, including the Local Authority and directly from local schools on an Alternative provision. APTCCO also accepts referrals from parents and external agencies subject to funding being met directly from the referring body.

Admissions to the school can be made at any point in the academic year.

3.0 Admission Procedures

Following an initial inquiry, referral papers for completion are issued.

On receipt of completed referral papers, dialogue and meetings may take place with parents/carers and relevant professionals involved with the child and family and further necessary information will be gathered.

The referral panel, comprising senior managers, considers all available information alongside the school's admissions criteria and replies to the referring body with the decision regarding admission.

If the decision is not to admit the pupil, we will discuss with the referrer other possible appropriate provision that could be made.

If the decision is to admit a pupil, an acceptance form (Service Level Agreement), with fee structure and terms and conditions, is sent to the funding body.

On receipt of confirmation from the funding body that the place will be taken up, a parent/carer information pack is sent to the family. The pupil induction process then begins.

4.0 Timelines

- Acknowledge receipt of fully completed referral papers within 2 working days. Senior managers consider referral information and/or identify additional information needed within 8 working days.
- If referral information is sufficient on which to base a decision, this will be communicated to the referring body within 2 working days of the decision having been made.
- If it is necessary to have further information on which to base a decision, this will be gathered within 10 working days. Senior managers will consider it within the following 8 days and the decision communicated to the referrer within the following 2 days.

5.0 Inability to offer a placement.

Decisions around admission to the school will be made following consultation with parents, the referring body and other relevant agencies. Should parents wish to appeal against a decision made regarding admissions, they should follow the procedure as set out in the school's Complaints Policy. This is available from our website, or a copy can be made available on request.

APTCOO retains the right to refuse the admission of a learner on the following grounds:

- APTCOO feels that the learner's needs, as identified in their Education Health Care Plan and / or referral information, would not be met.
- APTCOO feels that the learner's needs could be met by other LA services such as mainstream schooling or alternative provision and that a placement at APTCOO would be inappropriate given the needs of the young person.
- APTCOO has reached its capacity in terms of the number of placements.
- The attendance of the child or young person would be incompatible with the efficient use of resources or the efficient education of others.
- The referral is made from a LA which is not the child or young person's home LA, unless funding had been agreed and was in place accordingly.
- Any competition for placements would see a 'Looked After Child' take precedent over other non 'Looked After' Children.

Policy/ procedure for: **Admissions Policy**

RECORD OF CHANGES

DATE	AUTHOR	DETAILS OF CHANGE
October 23	Compliance Lead	V2 Annual Review and updates

EMPLOYEE RECORD OF HAVING READ THE POLICY

Title of Policy: Admissions Policy

I have read and understand the principles contained in the named policy.

PRINT FULL NAME	SIGNATURE	DATE