



**Admissions  
Policy**

**Vision**

- **Promoting progress and achievement with quality learning and specialist support**
- **Enabling fresh starts and access to mainstream for all**
- **Promoting effective partnerships for the benefit of our pupils**

## Policy

Arco Academy Alternative Provision has been established to deliver education programmes (on behalf of the Local Authority) to children and young people who are out of school for a variety of reasons, according to DfE guidance and government directives 2010, which was the Department for Children and Families.

### **We are responsible for:**

- Pupils who are unable to attend school because of medical needs, who will be absent for 3 weeks or more
- Children and young people who are hospitalised for 3 days or more or admitted on a regular basis
- School age mothers who are unable to access education
- Students who have been referred to us via mainstream education

### **We are committed to the support of vulnerable children through:**

- The Secondary School 6 Day + partnership agreement (for pupils who are fixed period excluded from school from their 10<sup>th</sup> day of exclusion onwards)
- The support of children and young people who are at risk of exclusion from school
- Provision of specific individual pupil programmes

## Procedures

### **Who can refer?**

1. Mainstream schools- Referrals via Social Inclusion Panel.
2. AWA Service following advice and appropriate documentation from a school's AWA Officer

### **How to refer**

1. Obtain consent of parents/ carers, consult with young person/ child
2. Carry out a thorough multi-agency assessment of need to identify support – complete CAF send to LA

In order that referrals can be properly considered, please include supporting evidence of thorough prior assessment with proposed outcomes.

E.g.

- Evidence of implementation of PIP process for a pupil in a secondary school.
- Pastoral Support Plans
- Essential baseline information, i.e. academic, social/emotional, current educational provision/ curriculum, details of SEN
- In case of a medical referral, written support from a paediatrician



- Evidence of ongoing interventions
- In case of all exclusions, send Head of Centre letter of exclusion to Parents

National Documents: Department for Education guidance and government directives 2010.

