

# ADMISSIONS POLICY



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# Admissions Policy

## Context

Employability Solutions offers alternative education provision to students aged from 11 -18 years (up to 24 years old for those with EHCP) who, for various reasons, are not succeeding in a mainstream school. Employability Solutions Ltd aims to take a more holistic and therapeutic approach looking to support both the personal and educational needs of students, helping them to overcome a wide range of barriers to learning and development. Preparing them for success in education, training and employment.

## Our Motto and Vision

Our company motto is “It’s your time!” and our education provision is designed to provide a wealth of opportunities for our students to find their moments to shine and embrace opportunity to make a fresh start.

We believe that in education, one size does not fit all, and we strive to provide a responsive, varied curriculum which is practical, physical and creative in essence. This curriculum is underpinned by a desire to enable students to develop their personal, social, academic and employability skills to a level which enables them to become responsible citizens. This is designed to have a tangible community benefit as well as the obvious positive personal impact on students.

## Our Admissions Policy

We receive referrals for students from schools, Local Authorities, Virtual Schools, specialist agencies, and self-referral (post-16 only). We will not discriminate on any grounds, previous history or special need that a young person may have.

We currently take referrals for key stage 3 (yr 9 transition), key stage 4 and Post 16.

### For KS3/KS4 referrals

**Direct referral from student/parent currently attending school/education provider** – You will need to speak with the current school/education provider that you/your child attends to get a referral made by the Head Teacher or provider.

**Direct referral from student/parent who is permanently excluded from school/education provider** – If your child is permanently excluded from school/education provider and you would like your child to attend Employability Solutions Ltd you need to contact Alternative Education Provision Team at your Local Authority for further advice. The AEP Team will contact us to begin the referral process. We will take your details on an expression of interest form to ensure that we can follow up with the AEP Team.

**Direct referral from school/education provider** - The school/education provider will contact us for a referral form which will be sent to them by post or email and they will send back to us to begin the referral process.

**Direct referral from other agencies** - The referral agency will contact us for a referral form which will be sent to them by post or email and they will send back to us to begin the referral process.

**Direct referral from Virtual School for LAC** – The referral agency will use their own referral form to make a referral to us.

### For Post 16 referrals

**Year 11 referral** – Year 11 students can ask their school/education provider/careers advisor to contact Employability Solutions to arrange to attend an open day/college visit. This would initiate the transition process.

**Direct referral from Virtual School for LAC** – The referral agency will use their own referral form to make a referral to us.

**Young person aged 16+** - A young person can self-refer by completing an expression of interest form, please contact the office to make your referral



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**Parent/Carer referral** – A parent/carer, other relation or friend can make a referral for a young person aged 16+ by completing an expression of interest form, please contact the office to make the referral

**Agency referral** – Agencies can make referral for a young person aged 16+ by completing a referral form, please contact the office to make the referral.

Once we have received the referral or expression of interest form you will be contacted to arrange an appointment with the Students Services Manager or Head of Education, during this appointment we will inform you of what courses and curriculum we have to offer, you will have an opportunity to be shown around the centre and we will find out a little more about what you are looking for and how we can work together to meet your individual needs.

## Information for Parents/new students –

Prior to formal offer of a place, you/your child will be invited to attend the centre to complete some assessments and meetings with tutors before a place is confirmed. The assessments to be completed before starting include:

- SEND screening/Educational Needs Interview
- Baseline Assessments (Maths and English)
- Meet Tutor and initial ILP will be completed and goals/targets set
- Meet Pastoral Mentor, complete questionnaire and discuss any personal development goals/targets
- Induction, learner agreements

Once all the assessments, introduction and meetings have taken place we will propose an individual learning plan and seek approval from you and check everyone involved is happy and in agreement and then we will offer you/your child a start date. Please note that due to the likelihood of young people referred to us, having missed lots of education, we will always consider starting with a staged timetable, building up attendance over time as deemed appropriate. This tends to prove highly successful in engaging young people in education as we want the transition to be smooth and fitting so not to overwhelm the young person.

We will also liaise with you/your child's school/education provider to obtain the following documents (if applicable):

- Statement of SEN (plus appendices)
- Education, Health and Care Plan
- Learning difficulty assessment
- Medical consent card
- Individual behaviour plan
- Individual health plan
- Individual education plan/latest annual review paperwork
- Personal education plan (CLA)
- Chronology
- Placement request forms
- CLA documentation (inc care plan (CLA))
- Core/single assessment
- Placement plan 1 & 2 (CLA)
- Essential information 1 & 2 (CLA)
- Pathway plan (CLA)
- YOT documents
- CAMHS assessments
- Risk assessments (including behaviour risk assessments)

## General Data Protection Regulations (GDPR)

Everybody has a right to have their personal information kept confidential, this includes the children/young people who attend Employability Solutions Ltd and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation.



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The school receives this data, works with it, stores it and only shares it with others on the legal basis of *Public Task*. This means that these activities are tasks that the school has to carry out.

The school will expect every student to play their part in protecting other people's personal information (or data) which is why we ask all our students to sign an Acceptable Use Policy. You have the *right* to have your data kept confidential and you have the *duty* to maintain other people's confidentiality.

## Photograph/Video consent form

We ask students or parents/carer's/guardians for consent to use other data, such your photograph or video footage. Photographic or video evidence is taken during many of the activities undertaken in lessons, during outdoor activities and visits. These photos or videos are mainly used to evidence the student's involvement in an activity or event to support their qualification work, we on occasions may wish to use these images/videos to promote the organisation and to evidence the type of curriculum that we deliver. We would only use these images/videos with consent of the young person, if under 16 we would seek consent from the student's parent/guardian/carer.

## Student Identification

During the initial registration period, we also need to verify the identity of all our pupils. This involves having accurate information about their legal name and date of birth as shown on their identity documents such as birth certificate, passport or driving licence. We also take an ID photograph of our students for their student ID badges, learner passport in their student file, student database system Teach N Go and for our Identification/Safeguarding Board.

## Health Care Plans

During transition from another school/education provider, Employability Solutions Ltd will liaise between previous schools/education providers and healthcare professionals, if appropriate, so that Healthcare Plans are in place when students commence at Employability Solutions Ltd.

If you would like to attend/your child to attend Employability Solutions or require further information, please contact our office on 01484 506307 and our receptionist will direct you to the correct process of referral.

**t:** +44 (0) 1484 506307

**w:** [www.employabilitysolutions.com](http://www.employabilitysolutions.com)

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