

## Admissions Policy

<b>Document number:</b>	7
<b>School:</b>	<i>Leicester</i>
<b>Issue:</b>	1.1
<b>Owner:</b>	<i>Executive Headteacher</i>
<b>Approved by:</b>	<i>The Executive Board</i>
<b>Effective date:</b>	<i>01 September 2022</i>
<b>Next review due by:</b>	<i>31 August 2023</i>

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>2 of 13</b>	

## 1. Contents

<b>Contents</b>	<b>2</b>
<b>Issue and Revision History</b>	<b>3</b>
<b>Summary</b>	<b>4</b>
<b>Document Release</b>	<b>4</b>
<b>Purpose</b>	<b>4</b>
<b>Scope</b>	<b>4</b>
<b>Definitions and Acronyms</b>	<b>5</b>
<b>Policy</b>	<b>6</b>
8.1 Our Approach to Admissions	6
8.2 Key Contacts	7
8.3 Admissions Process	7
8.4 Inappropriate Referrals	8
8.5 Appealing a Negative Referral Decision	8
8.6 Data Use and Privacy	8
8.7 The Online Referral Form	9
8.8 SEND Admissions	9
8.9 Withdrawals	10
8.10 Collaborative Learning Manager (CLM)	11
8.11 Admissions Register	11
8.12 Provision of Information for new entrants	11
<b>Metrics</b>	<b>12</b>
<b>Quality Records</b>	<b>12</b>
<b>Form(s)/Template(s)</b>	<b>13</b>

<b>Sub-policy</b> Educ8	<b>Document #:</b> <b>7</b>	<b>Issue:</b> <b>1.1</b>
<b>Title:</b> <b>Admissions Policy</b>		<b>Page #:</b> <b>3 of 13</b>

## 2. Issue and Revision History

Issue	Description	Author	Effective Date
1.0	Initial Release	S.Thornton	01/09/2021
1.1	11. Updated Forms and Templates T0063QT Parent and Learner Brochure	S.Thornton	01/09/2022

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>4 of 13</b>	

### 3. Summary

At Educ8 Group, our learners are referred to us from a variety of different locations i.e. host school, local authority, multi academy trust. There are no formal entry requirements to attend one of our Educ8 schools however each referral is reviewed on an individual basis to take into account the learners needs including SEND. This policy will outline what documents Educ8 will require before the learner can attend one of our schools in order to guarantee it is the best environment for the learner to succeed and progress.

### 4. Document Release

This document has been reviewed in accordance with the Educ8 Quality System and the requirements of this policy/procedure. Staff have been made aware of its issue, including any updates/amendments to its contents and where necessary appropriate training has been provided to those staff.

Where policies are available for download online, the previous version is removed and this new version replaces it.

The release of this document is indicated by the effective date.

### 5. Purpose

The purpose of this policy is to:

- outline Educ8's criteria for admission.
- ensure a consistent referral process across all of Educ8's schools in order to meet the needs of learners who may require a placement.
- outline Educ8's withdrawal process.

### 6. Scope

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>5 of 13</b>	

This policy/procedure applies to all brands and companies acting as part of the Educ8 Group either by way of legal ownership, through contractual obligation, or through custom and practice. This policy/procedure applies to all employees, new recruits, apprentices, work experience students, volunteers, end-users, and visitors.

This policy covers all service provision and is underpinned by the company's [Equality](#) and [Diversity](#) policies.

All enquiries are dealt with fairly and equally, irrespective of nationality, race, or religion, or personal circumstances. Disability is not a bar to application, and parents are invited to disclose disabilities if they wish, which will be handled confidentially and sympathetically. The policy is therefore inclusive and nondiscriminatory.

## 7. Definitions and Acronyms

Learners	All students, participants and users of Educ8 learning programmes. Generally these are under 18 years of age.
Delivery Staff	Staff employed by Educ8 to provide instruction and tutoring services
Head of School	Educ8 Staff member with management and leadership responsibility for an Educ8 Alternative Education School
SLT	Senior Leadership Team
Executive Head	Educ8 staff member with management and leadership responsibility for all Educ8 Alternative Education Schools.
Deputy Executive Head	Educ8 staff member with responsibility for SEND.
CLM	Collaborative Learning Manager. An online platform designed to record attendance, progress and learner

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>6 of 13</b>	

information.

## 8. Policy

### 8.1 Our Approach to Admissions

Learning in an inclusive way is deeply embedded within our organisation. We view our learners as individuals who can grow and excel both within our setting and are prepared for post-16 education and then the world of work.

Educ8 can provide placements for learners who are at risk of permanent exclusion from mainstream education or those who have been permanently excluded and are subsequently referred by the local authority. Educ8 can offer a variety of placement options to suit the needs of the learner and the referring school or local authority. Placements are available for both KS3 (Year 9 only) and KS4 learners (Year 10 and 11).

Our school offers provision for 13-16 year olds in the following three pathways:

#### **Short term provision (1 - 12 wks)**

For learners that need to be supported whilst they await a school place.

#### **Part-time provision**

We provide a hybrid of mainstream and vocational qualifications for those learners who cannot cope in mainstream on a full-time basis.

#### **Full-time provision**

This is suitable for learners that require a smaller setting to get their education with access to both GCSE and vocational qualifications.

Educ8 endeavours to accept all learners providing we have sufficient spaces and we feel we can meet the needs of the learner. Each referral is assessed on an individual basis. Educ8 may require certain documentation prior to the placement such as previous reports and risk assessments where appropriate. This is to ensure we can provide the right environment for the learners educational, social and emotional needs.

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>7 of 13</b>	

## 8.2 Key Contacts

Scott Thornton Executive Headteacher	07817 957463	scott.thornton@educ8group.com
Owen Howell Deputy Executive Headteacher	07813 170831	owen.howell@educ8group.com
Anthony Allen Head of School	07931 938089	anthony.allen@educ8group.com
Mason Yates Deputy Head of School	0116 403 0307	mason.yates@educ8group.com

## 8.3 Admissions Process

### Stage 1 - Enquiry

School or Local Authority to make contact with the Executive Head or specific Head of School using details from our website. This can be done via email or phone call. The aim is for Educ8 to understand the reason for the placement, find out some more information relating to the learner i.e. year group and interests and check cohort availability to ensure we have capacity to offer the placement.

Information for each Educ8 school can be found at [www.educ8group.com](http://www.educ8group.com)

### Stage 2 - Visit

The learner, parents/carers and school or local authority will be invited to the school for a visit. This will usually take place out of school hours. The purpose of the visit is to show all parties around the school, meet the Educ8 staff team, talk about the school's curriculum and to ask any questions about the placement.

### Stage 3 - Referral

School or Local Authority to complete Educ8's [Online Referral Form](#) which will be reviewed by the Head of School and where appropriate the Executive Head and Deputy Executive Head.

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title:	<b>Admissions Policy</b>		Page #: <b>8 of 13</b>

At this stage, Educ8 would request a copy of any supporting documentation including but not limited to EHCP, risk assessment, previous school or education reports and any reports from external agencies such as CYPS / Educational Psychologists etc. These can be uploaded to the Referral Form. Educ8 must receive two contacts for every child on roll including name, full address and contact numbers.

#### **Stage 4 - Offer**

Based on such disclosure the Head of School and Deputy Executive Head will review the documentation including EHCP and confirm whether or not we can offer a placement. This process will be complete within 48 hours of Educ8 receiving the documentation.

#### **Stage 5 - Start**

If all parties are happy to proceed with the placement following the visit, then a start date will be agreed with Educ8 and the school or local authority.

#### **Stage 6 - Trial Period**

Following the learners agreed start date, Educ8 will use the first 3 sessions of the placement as a trial period. The purpose of the trial sessions is to allow a period of time for the learner to settle in and for Educ8 staff to set clear boundaries for the placement. At the end of the 3 session period, Educ8 will make contact with the referring school / local authority to check in with the learner, family and school to ensure they are still happy for the placement to continue. Educ8 will also provide an overview as to how the 3 session trial period has gone. This will take place via phone or email correspondence.

#### 8.4 Inappropriate Referrals

If a placement can not be offered, Educ8 will formally write to the school / local authority explaining the reasons why. This will take place within 48 hours.

#### 8.5 Appealing a Negative Referral Decision

The school / local authority can appeal the decision. Appeals should be made to Tim Warner [tim.warner@educ8group.com](mailto:tim.warner@educ8group.com) in writing and will be acknowledged within 3 working days and investigated and a response provided within 10 working days.



<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title:	<b>Admissions Policy</b>		Page #: <b>9 of 13</b>

## 8.6 Data Use and Privacy

Once registered, your data will be held in accordance with Educ8's [11 General Data Protection Policy \(GDPR\)](#).

## 8.7 The Online Referral Form

Educ's Online Referral Form provides a safe and accessible (SSL protocol and WCAG 2.1 Compliant) way of transferring key information about the Learner to our School Admissions team.

It is accessible from our website: [www.educ8group.com](http://www.educ8group.com)

A [downloadable fillable Referral Form](#) in PDF format can be downloaded from the website if needed. This can be submitted directly using [Adobe Reader](#)

## 8.8 SEND Admissions

Learners can be referred to Educ8 with a need that has not yet been diagnosed or acknowledged, or during a learner's time at our provision, tutors and parents may have concerns about a young person's progress or attainment.

All Learners that are enrolled on provision with Educ8 who have been identified for SEND support by their mainstream school through Educ8's Online Referral Form or have an active EHCP must:

- Attend a learner interview to be conducted with Head of School/Deputy Head of School, Parents, Referring School, Learner and any other relevant organisations supporting learners educational journey.
- Previous Learning experiences, targets and strategies for support to be discussed with individual support targets set by Educ8 to help learners settle into new provision.
- Learner to undergo induction week and complete ForSkills IA and DA within the first two weeks of the agreed start date.
- Educ8 to assign an ILO for English and Maths, obtained through DA

In the event of a learner being referred to Educ8 with an active EHCP the following will take place:

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title:	<b>Admissions Policy</b>		Page #: <b>10 of 13</b>

- Attend a learner interview to be conducted with, Head of School/Deputy Head of School, Parents, Referring School, Learner and any other relevant organisations supporting the learners educational journey.
- All learner applications with an active EHCP will be reviewed by the SEND Lead, Safeguarding Lead, Head of School and Deputy Head of School to ensure the placement is suitable once a Learner interview has taken place.
- The outcome will be agreed by all parties within 48 hours of the Learner Interview and an outcome being given to all parties involved by SEND Lead or Head of School.

When a Learner Joins Educ8 the Head of School will add key information onto the [T0083QT SEND Register](#) which will be reviewed and updated half termly.

## 8.9 Withdrawals

There may be occasions where we are no longer able to meet the needs of the learner. This may be due to a change in SEND circumstances or their additional needs can not be met by our environment, curriculum or staff. In circumstances like this, we reserve the right to withdraw the learner from our school roll. We will however, support the parents in finding suitable arrangements for the learners education. The withdrawal process will be as follows:

Step 1 - Head of School to notify Educ8's SEND Lead and Executive Head outlining reasons why we can not cater for the learners needs.

Step 2 - A formal email will be sent to the referring school / local authority and a letter sent to parents / guardians outlining such reasons and inviting them to attend a meeting to review the placement. This will usually take place at the Educ8 school and will involve the Head of School, Educ8 SEND lead, referring school / local authority, parents and any other relevant representatives such as social workers, family workers etc.

Step 3- A meeting will take place to discuss the placement, the learners needs and the change in circumstance as to why Educ8 can not continue with the placement. Meetings are to be arranged within 5 working days of the email being sent to the referring school / local authority.

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title:	<b>Admissions Policy</b>		Page #: <b>11 of 13</b>

Step 4 - Educ8 to offer support to the school / local authority in finding alternative education options such as other alternative education providers. Educ8 to continue to keep the learner on roll until a new placement can be sourced. A new placement should be found within 1 month of the meeting taking place. If after 1 month a placement can not be located, the learner will require to go back on the roll of the referring school or local authority.

Step 5 - Once a new placement has been sourced, Educ8 will formally withdraw the learner from the Admissions Register.

#### 8.10 Collaborative Learning Manager (CLM)

When a learner is registered to our school, the details from their referral form will be entered into our CLM system. The CLM system is password protected and controlled by each school's Head of School. The CLM is used to input and monitor attendance, timekeeping, qualification progression and complete half termly reviews.

The host school can have access to the CLM system and can view their learners' registers as and when Educ8 staff complete them.

Records of attendance can be found on CLM by using the 'Attendance by summary' tab. A Head of School can filter the attendance per request and access attendance by date, month, specific cohort or by individual learner.

#### 8.11 Admissions Register

The schools Admissions Register can be located within CLM under the 'Training Record' tab. From here the Head of School has access to 'Active' and 'All' (past and present) learners on roll. Information such as learners' full name, school, year group, main contact details and days they attend Educ8 can be found within this register. Each Head of School is responsible for ensuring the Admissions Register is kept up to date and accurate.

#### 8.12 Provision of Information for new entrants

Once a new learner has joined our admissions register, we will provide them and their parents/carers with some key information about our

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>12 of 13</b>	

school and how we will aim to support the learner throughout their time with us. This information is in the form of a Parent and Learner Brochure.

The brochure includes information such as:

- Key information such as address, school contact numbers, safeguarding and health and safety.
- Meet the team information.
- Learning information such as induction, curriculum, timetable, rewards and parents evenings.
- The schools Key Performance Indicators from the previous academic year.

Parents/carers also have access to school policies on our website and by contacting the Head of School.

The Educ8 Prospectus is available for download on our website.

## 9. Metrics

The following metrics shall be recorded in relation to this policy:

- # of learners on roll at each Educ8 school
- # of learners per year group

## 10. Quality Records

The following Quality Records shall be generated and managed in accordance with Doc. 10:

Required Record	Custodian
SEND Register	Deputy Executive Head
Completed Referral Forms	Head of School
Completed Parent & Learner Information Template	Head of School

<b>Sub-policy</b> Educ8		Document #: <b>7</b>	Issue: <b>1.1</b>
Title: <b>Admissions Policy</b>		Page #: <b>13 of 13</b>	

## 11. Form(s)/Template(s)

The following forms/templates are applicable to this document:

Form/Template Number	Title
T0083QT	<a href="#">Send Register</a>
F0036QT	<a href="#">Online Referral Form</a>
<b>T0063QT</b>	<a href="#">Leicester Parent &amp; Learner Information 22-23</a>