

50-50 SYNC Admissions Policy

Introduction:

50-50 SYNC welcomes all new children and their families. They wish to ensure that:

- Parents/carers are happy with the choice of integration programme, placement and the referral process
- The children's introduction to either the AEP or school-based provision is positive
- 50-50 SYNC feels confident in its capacity to meet the child's needs

Pupils will be supported:

- a) If they are at statutory school age in key stages and remain on their school roll in 1,2, 3,4, or 5.
- b) If they have a Statement of Educational Needs or an Education & Healthcare Plan or Statutory Assessment is under way and have been referred to the school by the Local Authority.
- c) If 50-50 SYNC is able to meet the child's needs academically, socially and medically.
- d) If their special educational needs fall within the following spectrums:-
 - Behavioural and or Social and emotional needs
 - Autistic Spectrum Disorder
- e) Pupils in care with statements of SEN or without for whom there is no reasonable prospect of reintegration into mainstream school or services.
- f) If the student has Behavioural and or Social and Emotional needs but who has not yet had a statutory assessment conducted.
- g) With due regard to our legal responsibilities, the SEN Code of Practice, data protection and the constraints set out by the referring Local Authority.
- h) After due consideration of the referral process by the managing directors and where appropriate, teaching staff and if there are places available within the agreed place number or physical capacity.

The admission process will:

- be clearly outlined to prospective parents/carers which may include making opportunities for parents/carers to visit to help them make an informed decision both informally and formally
- be handled as sensitively as possible taking into account both the needs of the pupil and their family
- begin to establish the partnership with parents/carers and clarify expectations
- facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- enable parents/carers to become confident partners in their child's education
- be sensitive to the needs of other pupils in the class and the resources available

Admission Procedures

1. Referral received from the referring school and/or Local Authority.
2. The managing directors will discuss information and decide whether to offer a placement.
3. Prospective pupils and their parents/carers will be encouraged to visit the AEP prior to any formal interview.
4. The expectation is that additional resources will be agreed before proceeding with the referral process.
5. Once resources and a package is agreed, a more formal interview with the young person and the parent/carer will be conducted at the 50-50 Learning Centre or at an agreed school site. At the meeting a decision will be agreed upon as to whether the pupil is supported on their school site or offsite at the AEP.
6. A Service Level Agreement (SLA) will be sent to the referrer outlining the programme content.

Information

We seek to gain as much information as possible about every pupil referred to us so that we can make informed choices about the appropriateness of the referral and what will be required in order to meet their needs.

Documentation with each new referral should include:

- CAF (where appropriate)
- Pupil details such as their full name, address etc.
- Contact details of all parties involved with the pupil
- The pupil's educational history including SATS results where they are available
- Educational history should also contain data from the last school attended, wherever possible e.g. attendance, attainment levels, results from baseline assessments
- Educational, Health and Care Plan (EHCP) or Statement of Special Educational Needs
- For children in care – their PEP and any relevant supporting information from agencies involved with the pupil e.g. LAC review reports etc.
- Details about child protection issues, if the pupil is on the Child Protection Register

The Pupil will remain on their school roll and must continue to wear their school uniform at the AEP.

Policy Reviewed on: 1st June 2018

Policy Reviewed by: Rod Douglas

Ratified by Managing Directors:

Date to be confirmed