LIFE CHANGING EDUCATION

Admissions Policy

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1 Introduction

Life Changing Education (LCE) provides high-quality Alternative Provision for children and young people who require additional support to engage successfully in education.

LCE is committed to providing inclusive, aspirational and relationship-centred provision that supports pupils to overcome barriers to learning, improve attendance, develop positive wellbeing and achieve successful educational outcomes.

This policy outlines the procedures, principles and criteria relating to admissions into LCE and should be read alongside the LCE Safeguarding and Child Protection Policy, SEND Policy, Behaviour Policy and all relevant commissioning agreements.

2 Purpose

The primary purpose of all placements at LCE is to improve attendance, engagement, wellbeing and educational outcomes whilst supporting successful reintegration into mainstream education where appropriate.

LCE recognises that many pupils referred to Alternative Provision have experienced barriers within mainstream education and may require additional support, intervention and personalised approaches to achieve success.

3 Admissions Principles

LCE is committed to ensuring that admissions are:

- Fair and transparent.
- Child-centred.
- Inclusive.
- Safeguarding focused.
- Conducted in partnership with schools, local authorities, parents/carers and other professionals.
- Focused upon identifying how provision can support a pupil's needs and future outcomes.

Admissions decisions will not be determined solely by a pupil's behavioural history, SEMH needs, risk of exclusion or previous educational experiences. LCE will consider the individual needs and circumstances of each pupil alongside the support that can be provided to enable a successful placement.

4 Referral Routes

Referrals may be accepted from:

- Local Authorities.
- Mainstream schools.

- Academies.
- Other educational commissioning bodies where appropriate.

All pupils referred to LCE must remain appropriately commissioned by the referring organisation.

5 Admissions Criteria

LCE may consider referrals for pupils who:

- Are of compulsory school age.
- Present with Social, Emotional and Mental Health (SEMH) needs.
- Are at risk of suspension or permanent exclusion.
- Have experienced difficulties engaging in mainstream education.
- Hold an Education, Health and Care Plan (EHCP).
- Require an educational placement as part of a Day 6 provision following permanent exclusion.
- Require Alternative Provision as part of an Education Otherwise Than At School (EOTAS) package.
- Require Alternative Provision to support attendance, engagement, wellbeing or educational progress.
- Require support to facilitate successful reintegration into mainstream education where appropriate.

LCE welcomes referrals for pupils with complex educational experiences and challenging backgrounds.

6 Information Required Prior to Admission

The following information should be provided as part of the referral process:

- A signed Service Level Agreement (SLA), submitted to the Admissions Lead.
- Completed LCE Referral Form.
- Attendance information.
- Behaviour information.
- Safeguarding information.
- Risk assessments where applicable.
- SEND documentation.
- EHCP documentation where applicable.
- Medical information.
- Emergency contact details.
- Relevant professional reports.

The referring school, local authority or commissioning organisation is responsible for ensuring that all required information is accurate, current and shared in a timely manner. A placement will not commence until all required documentation, including a signed Service Level Agreement, has been received by LCE.

7 Admissions Decision-Making

The SENCO and Admissions Lead will have responsibility for coordinating and reviewing all referrals received by LCE.

Final admission decisions will be made collaboratively by the Chief Executive Officer, SENCO, Regional Leads and Admissions Lead, following consideration of safeguarding information, educational need, SEND documentation and the suitability of the placement.

The SENCO and Admissions Lead will ensure that all relevant referral information has been received and reviewed prior to a placement being agreed, including:

- Safeguarding information.
- SEND documentation.
- EHCP documentation where applicable.
- Attendance information.
- Behaviour information.
- Relevant professional reports.

Admissions decisions will always be made with the best interests of the pupil at the centre of the process.

8 Admissions Process

The admissions process will normally follow the stages below:

STAGE 1

Stage 1 – Referral Received

Referral documentation must be submitted to LCE through the agreed referral process, which is available via the Life Changing Education website at lifechangingeducation.co.uk

STAGE 2

Stage 2 – Acknowledgement

LCE will acknowledge receipt of referrals within two working days.

STAGE 3

Stage 3 – Review

Referral information will be reviewed by the Admissions Lead, SENCO and relevant LCE leaders.

Additional information may be requested where required.

STAGE 4

Stage 4 – Decision

The referral will be considered by the CEO, SENCO, Regional Leads and Admissions Lead.

STAGE 5

Stage 5 – Onboarding Meeting

Where a referral is accepted, an onboarding meeting will be arranged involving:

- Parent/carer.
- Pupil.
- Representative(s) from the referring or commissioning organisation.
- Relevant LCE staff.
- Other professionals involved with the pupil, where appropriate.

The purpose of the meeting is to:

- Share key information.
- Discuss support strategies.
- Clarify expectations.
- Identify any reasonable adjustments.
- Agree a start date.

STAGE 6

Stage 6 – Placement Commences

The pupil begins their placement on the agreed date.

9 Emergency Admissions

LCE recognises that circumstances may arise where urgent Alternative Provision is required.

Emergency placements may be considered where there is an immediate educational need.

However, a completed referral form and all essential safeguarding information must be received and reviewed before any pupil commences their placement.

> No pupil will be admitted without appropriate safeguarding information being available.

10 Safeguarding Considerations

Safeguarding is central to all admissions decisions and underpins all aspects of LCE's work.

LCE is committed to working in partnership with schools, local authorities, commissioning organisations and other relevant agencies to ensure that all pupils are safe, supported and able to access education successfully.

Prior to admission, LCE will review all safeguarding information provided and may request further information where necessary to ensure that appropriate support and risk management arrangements can be implemented from the outset of a placement.

> No pupil will be admitted to LCE until all relevant safeguarding, medical and allergy information has been received and reviewed. It is the responsibility of the referring or commissioning organisation to ensure that this information is accurate, current and shared in a timely manner.

Whilst pupils attend LCE, safeguarding responsibility is shared. The referring or commissioning organisation retains overall statutory safeguarding responsibility for the pupil, whilst LCE maintains responsibility for safeguarding the pupil during their attendance at LCE and whilst participating in LCE activities.

In line with current statutory guidance, including Keeping Children Safe in Education (KCSIE), LCE expects commissioning organisations to maintain regular oversight of pupils placed within Alternative Provision. As a minimum, this should include meaningful contact and engagement with the pupil and provision, including a visit to LCE at least once every half term to review attendance, engagement, progress, wellbeing and the ongoing suitability of the placement.

All safeguarding information will be stored, shared and processed in accordance with statutory safeguarding guidance, the Data Protection Act 2018 and UK GDPR requirements.

11 Equality, Diversity and Inclusion

LCE is committed to equality of opportunity and does not discriminate on the grounds of:

- Age.
- Disability.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.
- Gender reassignment.
- Pregnancy and maternity.

Admissions decisions will be made fairly, consistently and in accordance with the Equality Act 2010.

Reasonable adjustments will be considered wherever appropriate.

12 Personal Care and Intimate Care

LCE is committed to providing inclusive provision wherever possible.

LCE is not currently resourced to provide routine intimate care or personal care support.

Referrals where significant intimate care, toileting or personal care support is required will be considered on an individual basis. LCE reserves the right to decline a placement where it is unable to safely and appropriately meet those needs.

13 Placement Monitoring and Communication

LCE is committed to maintaining effective communication with commissioning organisations throughout a pupil's placement.

This will typically include:

- Regular communication between LCE and the commissioning organisation.
- Termly written reports detailing pupil attendance, engagement, progress and outcomes.
- Outreach visits by LCE staff to the commissioning school, educational setting or commissioning organisation, where appropriate.
- Participation in review meetings and multi-agency discussions where required.
- Ongoing collaboration to support pupil progress, wellbeing and successful reintegration where appropriate.

14 Monitoring and Review

Admissions arrangements will be monitored on an ongoing basis by senior leaders to ensure:

- Fairness.
- Consistency.
- Compliance with safeguarding requirements.
- Appropriate support for pupils and families.
- Effective partnership working with schools, local authorities and commissioning organisations.

This policy will be reviewed annually, or sooner where changes in legislation, statutory guidance, operational requirements or organisational practice make this necessary.