



Admissions Policy

POLICY

POLICY WRITTEN BY:	SENDSCOPE Director Natalie Walsh
DATE POLICY PREPARED:	May 2022
DATE POLICY REVIEWED:	
DATE FOR NEXT REVIEW:	



ADMISSIONS POLICY

SENDSCOPE is an Alternative Education Provision for NEURODIVERSE young people in KS3 who are finding mainstream education challenging. This includes students who are at risk of exclusion or who have excluded themselves. Referral is made through Schools/Academies/Local Authorities

Admission is based on the following 2 criteria:

- Can SENDSCOPE offer the learners suitable education and support to meet their needs?
- Does the student present with behaviour, both social and learning, that enables them to be safely supported by current staffing levels and the resources available to the school?

Students who pose a significant safety risk to themselves or others are not able to be accepted at SENDSCOPE.

REFERRAL PROCEDURE AND TARGETS

1. Referral received from School and logged. SEND and information gathered.
2. Parent/Carer contacted by phone/mail.
3. Interview (on-site) with school/academy SENDCO/AEP lead and parent/s/carers
4. Further information gathering at interview
5. Decision made at end of interview
 - If suitable, start on Introduction Programme and two-week trial.
 - If not suitable, refer back to school/LA.

ADMISSIONS PROCEDURE

Admission starts with an Individual Learning Plan for an introduction program, discussed with the student and parents/carers. There then follows a two-week introductory period that acts as a time for assessment. This period can vary in length and intensity, depending on the student. For example, for some learners it is inappropriate to do formal testing straight away because of their level of disaffection; for others their attendance may be the main issue. In the case of being unsuitable for a student we will try our utmost to secure a more appropriate placement for the student, as well as help them and their parents/carers to understand the reasons why the student is not suitable. This cautious approach also aims to eliminate the need for exclusions from SENDSCOPE.

ONWARD REFERRAL

Students are referred onward before their leaving date if SENDSCOPE deem that the placement is no longer suitable to meet the needs of the child. This is a SLT decision, and the reasons are documented in the student file. In all circumstances we will undertake to refer the student on to a more appropriate learning facility or back to the Fair Access Panel, the Local Authority or the referring school.



RISK ASSESSMENT

The following chart is used to assess risk at admission and is also used to determine behaviour and disruption levels during the day.

Behaviour Levels Level DESCRIPTION

1* / 1

- No incidents in the classroom
- No incidents at other times
- A successful student
- Self-motivated

2

- Classroom disruption
- Incidents between class
- No risk to others
- Settles when told

3

- Refusing to work
- Refusing to co-operate
- Constant disturbance in class
- Verbal abuse to people on site
- Significant safety risk from careless, reckless or aggressive behaviour

ADMISSIONS REGISTER

SENDSCOPE maintains an Admissions register showing the student referred, the source of referral, year group and date of admission. Attendance is monitored in every lesson and reported to referring schools/LA every day.



SENDSCOPE School/LA Referral Form

Date of referral		Staff member making the referral	
Name of young person		Gender	
Date of birth		Age	
On SEND Register	Yes/No	Pupil Premium	Yes/No
In receipt of FSM	Yes/No	EAL	Yes/No

PARENT/CARER DETAILS

Name:		Relationship to young person	
Telephone number		Address	

SCHOOL DETAILS

Name:		Local Authority	
Telephone number		E-mail	
Address:			
Payment/Invoice Details:			

DESIGNATED AND RESPONSIBLE SCHOOL CONTACT

Name:		Position:	
Telephone:		Email:	

STUDENT INFORMATION

Diagnosis and current support:		Reason for referral:	
Activities of interest to the young person:		Outcomes/benefits of SENDSCOPE support:	



SENDSCOPE ADMISSIONS FORM

SECTION 1: Child and Parent/Carer/ Emergency Contact details			
Child Details:			
Forename		Surname	
Date of birth		Gender	
On SEND Register	Yes/No	Pupil Premium	Yes/No
In receipt of FSM	Yes/No	EAL	Yes/No
Parent/Carer Details:			
Forename		Surname	
Address			
Contact Number		Email	
Languages spoken at home	1. 2.		
Additional Emergency Contact:			
Forename		Surname	
Relationship to pupil		Contact number	
Address			
Section 2 School Details			
School		Contact number	
Address			
Email			
Type of School (Please Highlight)	Mainstream	Special	PRU
Section 3: Parental Responsibility			
<i>If more than one person has parental responsibility, there must be an agreement about the school preferences. SENDSCOPE cannot become involved in parental disputes.</i>			
Is there any Court ruling e.g. a Specific Issues Order, that determines who has authority to state a preference for education?	Yes ()	No ()	
If YES please provide details and attach a copy of the Court ruling.			
Is this child living or coming to live with a person who does not have parental responsibility, for example, another relative, or a friend of the family?	Yes ()	No ()	
If YES please provide details. We may need to ask for more information.			
Is there any family member or ex-family member who is not entitled to have access to the information on this form?	Yes ()	No ()	
If so, please state who and their relationship to the child.			

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Section 4: Additional Information		
Is the child in care of a Local Authority?	Yes ()	No ()
Was this child previously in care of a Local Authority?	Yes ()	No ()
If YES to either or the above, which Authority is or was responsible? Please give Social Worker's name and contact details.		
Note: If this form is for a child in care the Social Worker must complete this form and a copy of the updated PEP which supports the move must be attached.		
Does this child have an Education Health and Care Plan (EHCP) ?	Yes ()	No ()
Has this child been Permanently Excluded from any school?	Yes ()	No ()
If YES, please state the name of the school and the date excluded.		
Section 5: Health and Wellbeing		
Does the child have a medical condition?	Yes ()	No ()
If YES, please provide further details.		
Does the child have any allergies?	Yes ()	No ()
If YES, please provide further details.		
Does the child have any food intolerances?	Yes ()	No ()
If YES, please provide further details.		
Please provide details of any medication.		
Will SENDSCOPE need to administer medication?	Yes ()	No ()
If YES, a 'Permission to administer medication' form will need to be completed		
Section 6: Logistical arrangements		
Transport	(Please tick)	
I will drop off/collect my child		
My child will walk to/from independently		
School/LA will provide transport for my child		
SENDSCOPE staff will collect/return your child from/to the designated line up point on the grounds of St Francis Xavier's college. It is your responsibility to ensure that transport arrangements are in place for your child.		
Lunch	(Please tick)	
I would like lunch to be provided for my child		
I will provide my child with a packed lunch		
Uniform		
By signing this Admissions Form you agree to your child wearing their full school uniform, including appropriate footwear whilst attending SENDSCOPE.		
Section 7: Permissions		
Photographs, Videos & Observations	(Please tick)	
I agree that any photographs/videos sent to me showing other children in the setting will be for personal use only by parents/carers. They will, under no circumstances, be shared on social media or sent to anybody else outside the setting.	<input type="checkbox"/>	
If you do not give consent for photographs/videos to be used in some of the situations below, please cross the relevant boxes to make your wishes clear.		



I give my permission for photographs/videos to be taken of my child.	Yes ()	No ()
To be sent to me via email/pre-agreed app/on paper	Yes ()	No ()
To be seen in the background of photographs/videos taken of other children and sent to their parents/carers	Yes ()	No ()
To be used in a portfolio to be kept in the setting and viewed by staff, children, prospective parents, Ofsted inspectors, etc.	Yes ()	No ()
To be used freely on the setting's website/social media page, as an advertisement for their setting - with my child's face showing;	Yes ()	No ()
to be used on the setting's website/social media page, as an advertisement for their setting - only when my child's face is blurred out or obscured	Yes ()	No ()
Off Site visits/journeys		
I give permission for my child to go on local walks, each of which I will be notified about in advance.	Yes ()	No ()
I give permission for my child to be taken on short car journeys in a vehicle belonging to SENDSCOPE staff, each of which I will be notified about in advance. I understand that they must have an up to date MOT, road tax and insurance, as well car seats where appropriate.	Yes ()	No ()
I give permission for my child to be taken on short journeys via public transport, each of which I will be notified about in advance.	Yes ()	No ()

Section 8: Declarations and Signatures

Your personal information

The information provided on this form will be processed in accordance with SENDSCOPE's Data Protection and GDPR Policy. Information will be treated as confidential and will be used for the purpose of processing your child's application for a placement in accordance with SENDSCOPE's Admission Policy. The Privacy Notice is in line with our duties as set out in the Data Protection Act 2018 and GDPR. The information will be used by SENDSCOPE and their Governing Body. They will apply the information to their published admission policies in order to allocate places for children. The information given on this form and the outcome of this application will be shared with your child's current school.

I declare that I have read and understood the terms of the privacy notice and formally consent to SENDSCOPE using this information for the purpose of Admissions including sharing information where necessary with internal and external bodies.

I agree that where more than one person has parental responsibility for this child, agreement over the preferences has been reached.

I declare that all information that I have given on this form is correct.

I understand that SENDSCOPE has the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application and that if at a later date the information provided is found to be incorrect I may lose any place offered to my child.

Signed: _____ Print Name: _____	(Parent/Guardian)	Date: _____
Signed: _____ Print Name: _____	(Parent/Guardian)	Date: _____



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Home/School Agreement

SENDSCOPE will:	As Parent/Carer I/we will:	As a student I will:
<ul style="list-style-type: none"> • Celebrate Neurodiversity. • Provide a learning environment that is stimulating, safe and caring. • Identify barriers to learning and make reasonable adjustments in order to achieve success. • Treat everyone with respect. • Ensure that each pupil has the opportunities, support and guidance to achieve his/her full potential. • Report regularly on each pupil's progress. • Expect high standards, set clear rules, promote mutual respect and develop a sense of responsibility. • Keep parents informed about school matters, be welcoming to enquiries and responsive to concerns. • Record and reward good progress and performance. • Offer activities that prepare young people for adulthood. 	<ul style="list-style-type: none"> • Make sure my/our child attends the provision in their current school uniform, arrives on time and is prepared for learning. • Contact SENDSCOPE to inform them of my/our child's absence. • Encourage my/our child to work hard and support them with both class and home learning. • Attend consultations and discussions about my/our child's progress. • Support the SENDSCOPE policies and guidelines as outlined on the website. • Allow my/our child to attend off-site visits. • Agree to the detention policy of the SENDSCOPE. • Make sure that time is not taken out of SENDSCOPE unless it is urgent. • Agree to my/our child's photograph or film/video footage being taken for the SENDSCOPE use and for use by Incline Education Ltd. 	<ul style="list-style-type: none"> • Be an ambassador for SENDSCOPE. • Work hard in class and at home, so that I can achieve my full potential. • Treat others as I would wish to be treated. • Understand the needs of others and accept that their views and opinions may be different to my own. • Be proud of SENDSCOPE. • Attend SENDSCOPE in my current uniform, be on time and be ready to learn. • Agree to complete my homework and meet deadlines. • Keep to SENDSCOPE rules, behave responsibly and be polite to others in SENDSCOPE and the wider community. • Understand that any misbehaviour will be dealt with in line with the opportunities policy. • Take part in activities offered by SENDSCOPE.

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<ul style="list-style-type: none"> • Support reintegration at school when the placement is complete. • Inform you if your child has detention if he/she fails to meet SENDSCOPE standards. 	<ul style="list-style-type: none"> • Encourage my/our child to participate in the opportunities offered by SENDSCOPE. • Ensure all required payments for trips /visits/lessons/clubs are made in advance. 	<ul style="list-style-type: none"> • Care for the environment – in and out of SENDSCOPE. • Attend detentions if required. • Attain excellence. • Be someone others can be proud of.
<p>Signed by SENDSCOPE Representative:</p> <p>Date:</p>	<p>Signed by Parent/Carer:</p> <p>Date:</p>	<p>Signed by Student:</p> <p>Date:</p>

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