IWYS ALTERNATRIVE PROVISION ADMISSION AND REFERRAL POLICY

Review date September 2027

Local Authority commissioners

When the commissioner is a local authority, it will be purchasing places at IWYS Alternative Provision. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification. The Specification will set out the obligations of IWYS Alternative Provision, the commissioning authority and the child's host school so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance. IWYS Alternative Provision will seek and welcome contractual arrangements with key local authorities proximal to IWYS Alternative Provision. The contract monitoring review process will be on a 12 weekly basis in agreement with the commissioner or agreed duration of placement. IWYS Alternative Provision will collate demographic and outcome data gathered in relation to the pupils' needs, attendance, academic performance and behavioural presentation in IWYS Alternative Provision. This will be reviewed jointly with the local authority commissioner or schools, on an agreed schedule.

School and academy commissioners

IWYS Alternative Provision will also provide similar contracting procedures for individual schools and academies.

Induction

Students, parents/carers and commissioners will be invited to attend IWYS Alternative Provision to assess the suitability of the provision. Once confirmed, parents/carers will complete and sign the relevant induction forms prior to attending. Students, parents/carers will be made aware of all safeguarding procedures and expectations regarding attendance and behaviour. All final decisions will be at the discretion of the proprietor, directors and business manager. This will be viable for the duration of the placement.

The admission of students with special educational needs.

Students with a statement of special educational needs or education health and care plan naming the academy will be admitted.

Offers

If we can accept a referral, we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

Procedure following an offer

When offer confirmations are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

Closing a placement

If a placement is no longer needed, the commissioner must give 15 days' notice to IWYS alternative provision in order to implement an acceptable transition for the student, commissioner and IWYS.

Appeals against any refusal to accept a referral

The commissioner should write to Charmaine Baines – Director/proprietor, outlining reasons supporting the referral and any supporting documentation. IWYS Alternative Provision will consider this and reply within 15 days, stating IWYS Alternative Provision's position. If a place is not granted after that process, the commissioner may make a final appeal and request a review from the IWYS Alternative Provision.

Complaints

Any objections to this policy or its application should be raised with IWYS Alternative Provision through its normal complaints process which is published here IWYS-Complaints-Policy.pdf

Equal Opportunities

IWYS Alternative Provision is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and we will implement a learning support programme for students with special needs.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on IWYS Alternative Provision's website before the end of the preceding September. The policy will remain on the website throughout IWYS Alternative Provision year.

Links to other policies

This policy should be read in conjunction with IWYS Alternative Provision's other policies published here Policies & information – www.iwys.co.uk

- IWYS Equality, Diversity and Inclusion Policy
- Escalation Procedure Policy
- IWYS-SEND-POLICY-2024-2025.pdf

Referral Form Information Required

Young Persons details including;

- Names
- Gender
- Address
- Name of referring school/ most recent school attended;
- Previous schools
- Year group
- UPN
- Ethnicity
- FSM
- PP
- EAL, 1st language, home language
- CiN
- CP
- LAC
- CAF

Parent/Carer details

- Names
- Relationship to young person
- Address/ contact details
- Parental responsibility contact details

Ability and Potential

- % Attendance
- Exclusions – No. incidents and No. days
- KS1 outcomes
- KS2 Teacher Assessment/ SATS
- KS3 Progress/ Teacher Assessment
- KS4 Predicted Grades
- Examining body (if accredited rate stated)
- Reading age
- Spelling age
- Assessment reports from external professionals
- Option choices/ subjects currently studying

Agency Involvement

- Agency
- Lead Professional
- Intervention/support
- Date started and completed

Reasons for Referral

- Current challenges for the learner
- Learner needs bot being met in school
- Preferred programme of study/ intervention (linked to ‘ability & potential section)
- Expected duration of placement
- Expectations of placement outcomes (linked to ‘ability & potential section)

Safeguarding

- Assessment of potential risk factors including;
- Offending
- Bullying
- Arson
- Physical assault
- Young carer
- Self-harm
- Sexual exploitation

Parental Consent

- Confirm parents are aware of the referral
- Confirm parents agree to the referral