

Queensgate College ADMISSIONS POLICY

Date of policy: October 2015

Date of review: October 2016

Introduction

Learners arrive at Queensgate College through many different routes throughout the school year. The admissions process in an alternative provision context has to be flexible to accommodate the varying circumstances young people outside of mainstream education find themselves in. The majorities of learners are referred directly by mainstream schools, PRUs and academies and remain on the role of the commissioning organisation. This is usually following a number of fixed term exclusions, at risk of permanent exclusion, new to the country and new to the borough.

Queensgate College and commissioning organisation work closely together to ensure the best outcomes for individual learners. Referral/ integration arrangements are designed to encourage incoming learners to settle into the school confidently and quickly and to ensure their needs are identified and comprehensively met from the outset.

1. Admission Arrangements

To acquire a place at Queensgate College, applicants in KS4 have to be referred by an educational establishment or Local Authority (commissioners). The school's Director PATRICIA SHODIMU manages the referral process. Commissioner makes formal contact with Queensgate College, through referral form, a interview for prospective pupil, an appropriate adult, normally parent/carer is arranged.

After the interview, contacts the commissioner to confirm learner placement and start date. In most cases, the pupil then starts on pathway identified in interview. Pathways are reviewed and amended on half termly (6 weeks) to suit individual pupil needs. An Individual Development Plan (IDP) will set out a route which will lead to opportunities such as accredited examinations or progression.

Places at Queensgate College are subject to on-going review. In exceptional circumstances, where the placement is deemed not in the best interests of the young person and/or other pupils, the commissioning agreement will be reviewed after the initial half term period.

Queensgate College also admits KS3 (year 7-9) learners who do not currently attend school, in need of respite or are at risk of being permanently excluded, for 6 week period.

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2. Referral Processes

PATRICIA SHODIMU will maintain direct and regular contact with commissioners. Referral form must be completed and interview conducted before student placement.

As part of interview, Parent/Carer and Student Welcome packs are discussed with school expectations discussed and signed.

All referrals lead to termly reviews with assessment levels and reports shared with all stakeholders. Learners can be referred at any point during the academic year.

Despite learners remaining on their commissioning school roles, Queensgate College will take joint responsibility for the progress of each pupil referred.

All additional funding, for example free school meals and pupil premium where applicable, must follow individual pupils.

3. Commissioners

To acquire a place at Queensgate College, students in KS3 and KS4 have to be referred by an educational establishment or local authority (commissioners).

Referrals for individual support will only be accepted using the official referral form and must be with the full consent of parents or carers.

Commissioners should identify the areas that are causing concern and complete the referral form with contact details, parental information, details on FSM, reasons for referral of student, attendance at previous school, previous interventions, external agency involvement, previous areas of study and current levels and risk assessment.

Queensgate College cannot accept applications from parents.

Queensgate College charges a top-up fee of £13,000 per pupil, per academic year.

4. Oversubscription

The School will support a maximum of 60 Fulltime pupils aged 14 – 16 at any one time. It can accept 16 pupils aged 11-13 on short term placements (KS3).

If at any time referrals exceed the number of places available, and after the admission of any student with an education health and care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

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2. Other children.

Next, the school will engage with commissioners to prioritise and admit those with the greatest individual needs that are best suited to the support that the school offers at that time.

5. Definitions:

Looked After Child & Previously Looked After Child 7.1 A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989.

A previously Looked After Child is a child who is no longer a looked after child because, immediately after being looked-after he or she became subject to an adoption, child arrangements or special guardianship order.

6. Appeals

Commissioners have the right of appeal against the refusal of a place at Queensgate College.

Commissioners wishing to appeal must follow the procedure contained within Queensgate College's complaints procedure which is available on the school website or by request.

The Commissioner of any child who is refused a place at Queensgate College has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are independent of Queensgate College and the Local Authority. The panel will consider the circumstances of the case put before them and reach a decision on whether the appeal should be upheld. If it is, the school will admit the student.

Further objections will be referred to the EFA but the decision of the Independent Appeals Panel will stand unless EFA find that proper process has not been followed. At that point the EFA decision will be binding on the school.

This policy will be reviewed and maintained on an annually

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Admissions Policy Updated

September 2014

Approved by the Trustees of The Albion Foundation