



# THE KEY ALTERNATIVE PROVISION

# ADMISSIONS POLICY

***Policy approved by: Management Committee***

***Date reviewed: May 2024***

***Next review date: May 2028 (Every four years)***



## **Vision**

- **Promoting progress and achievement with quality learning and specialist support**
- **Enabling fresh starts and access to mainstream for all**
- **Promoting effective partnerships for the benefit of our pupils**

## **Policy**

The Key Alternative Provision has been established to deliver education programmes (on behalf of the Local Authority) to children and young people who are out of school for a variety of reasons, according to DfE guidance and government directives.

## **We are responsible for:**

- All secondary pupils who are permanently excluded from school

- Pupils who are unable to attend school because of medical needs, who will be absent for 3 weeks or more
- Children and young people who are hospitalised for 3 days or more or admitted on a regular basis
- School age mothers who are unable to access education

**We are committed to the support of vulnerable children through:**

- The Secondary School 6 Day + partnership agreement (for pupils who are fixed period excluded from school from their 10<sup>th</sup> day of exclusion onwards)
- The support of children and young people who are at risk of exclusion from school
- Provision of specific individual pupil programmes commissioned by Local Authority Special Education Needs Section

**Procedures**

**Who can refer?**

1. Mainstream schools- Referrals via Social Inclusion Panel.
2. Education Officer in Special Education Needs Section.
3. AWA Service following advice and appropriate documentation from a school's AWA Officer

**How to refer**

1. Obtain consent of parents/ carers, consult with young person/ child
2. Carry out a thorough multi-agency assessment of need to identify support.

In order that referrals can be properly considered, please include supporting evidence of thorough prior assessment with proposed outcomes. e.g.

- Evidence of implementation of PIP process for a pupil in a secondary school.
- Pastoral Support Plans
- Essential baseline information, i.e. academic, social/emotional, current educational provision/curriculum, details of SEN
- In case of a medical referral, written support from a paediatrician
- Evidence of ongoing interventions
- In case of all exclusions, copy of Head Teacher's letter of exclusion to parents

