



Admissions & Services Policy

This policy was updated in February 2021

The policy must be reviewed and updated at least every year

This guidance outlines the protocols with regard to admission to Meadowbrook College and the use of Alternative Provision by other commissioners

1. Introduction

This policy is to be read in conjunction with policies relating to:

- Meadowbrook College: Equal Opportunities Policy
- Meadowbrook College: Disability, Race and Gender Equality Policy
- Meadowbrook College: Special Educational Needs Policy

2. Category of Referral

Meadowbrook College makes educational provision for students who are:

- referred by OCC (Oxfordshire County Council) where the local authority has a duty to that child under section 19 of the Education Act 1996 to make arrangements (from the sixth day of exclusion) where a student has been permanently excluded (unless there are medical reasons why it would be more appropriate to refer to The Hospital School). *Students in this category will be on the roll of Meadowbrook College following confirmation of the permanent exclusion if upheld at the GDC.*
- referred by a maintained school or Academy where the maintained school or Academy has a duty under Section 29A for its governing body to direct a student off-site for the purpose of receiving educational provision which is intended to improve the behaviour of the young person. *Students in this category will be Dual Roll with Meadowbrook College and their 'home' school.*
- referred by a maintained school or Academy as part of early intervention measures to address behaviour. Academies have the power to do this within their general powers under the Articles of an Academy Trust to advance education. NB: There is an expectation in law that a student will be educated at the school where s/he is registered, so placements would generally be relatively short and subject to review. *Students in this category will be Dual Roll with Meadowbrook College and their 'home' school.*

NB: It is possible that some of the placements we support schools/academies/LA (Local Authority) with may become longer term placements with us. This will be agreed in cases where both parties feel that Meadowbrook College is meeting the student's needs and the mainstream school place cannot meet the child's needs. In this case, students would continue to be on Dual Roll with Meadowbrook College and their 'home' school but might spend up to a full week in 'off site' provision.

Educational provision for a student at Meadowbrook College is not to be regarded as long-term. Meadowbrook aims to reintegrate students excluded from school/back into their referring school following an intervention, or, where appropriate, to provide alternative education to students reaching the end of compulsory schooling. The majority of our programmes have an end date identified at referral/induction. It is the responsibility of the referring body to make arrangements for the continued education of the young person on our programmes. Unless there is agreement, all provision will cease on the date determined on Induction.

3. **In Year Fair Access (IYFA)**

OCC have delegated the decision around which school a student will attend following permanent exclusion, to the In-Year-Fair-Access-Panels across the county. This body will help the LA make the decision as to whether to place a student in a new school or to extend their place at Meadowbrook College, which it is expected will be judged to best serve the needs of the student at that time.

OCC also has a process which supports Oxfordshire schools/academies in discharging their Section 29A duties to direct a student off-site for the purpose of receiving educational provision which is intended to improve the behaviour of a young person. The IYFAPs (In Year Fair Access Panels) will consider any applications brought before them. Schools who are successful in securing funding to refer a student for alternative provision will need to complete a referral to Meadowbrook College to secure a place. There is no guarantee that an application to Meadowbrook College will be successful following agreement at IYFAP to fund a place at Meadowbrook College:

All applications to Meadowbrook College will be subject to approval by the Headteacher. An agreement for funding from an IYFAP or an agreement to take 'a LA IYFAP Meadowbrook place' does not guarantee the student a place at Meadowbrook College.

For students with an EHCP (Education and Health Care Plan), who have been permanently excluded from their mainstream school, an Emergency Annual Review will need to take place to determine whether Meadowbrook College is able to meet the student's needs effectively and safely. It is the responsibility of the LA to arrange the Annual Review prior to admission to Meadowbrook College. It would be good practice for Meadowbrook College to be invited to attend the Annual Review.

4. **Admissions Procedure**

Permanently Excluded Students

In the cases of permanently excluded students, the OCC Exclusions and Reintegration Team, will notify Meadowbrook immediately of the exclusion and provide them with up to date information on the student. The Exclusions and Reintegration team will also contact the student's parents/carers to advise them that Meadowbrook College will be contacting them to make the arrangements for induction. Where necessary, a professionals meeting/Emergency Annual Review, which would include a Meadowbrook College representative/s, will be held to consider the special needs of a student with an EHCP – this will be convened by the SEND (Special Educational Needs and Disability) Team.

Once all paperwork (referral form, risk assessment and any other relevant information) is received the induction process can begin, this can take up to 5 working days. A student will not commence provision at Meadowbrook College until all paperwork has been received and processed. Students will go on roll at Meadowbrook College from Day 6 following permanent exclusion (unless there is a reason for delay which is known to the LA and Meadowbrook College)

Meadowbrook will keep the Exclusions and Reintegration Team up-to-date with the student's progress through the stages of admission and induction.

The Exclusions and Reintegration and SEND teams will lead the process of acquiring choices for next placement and any subsequent follow up.

Meadowbrook College will ensure the ERO's (Exclusions and Reintegration Officers), via IYFAP, are kept fully apprised of the students' progress. Meadowbrook College will prepare a transition report for all pupils and provide re-integration support where requested and agreed.

The length of provision for permanently excluded students is up to 8 weeks. Extension of this provision will only be made following a student placement review and with the agreement of Meadowbrook Headteacher, or her SLT representative.

Students who are permanently excluded from Special School provision will not be considered for admission to Meadowbrook College. We do consider applications from the Complex Case Panel through the Next Step programme which has a separate referral system, through a Steering Group, representative of Meadowbrook and LA SEND officers.

Dual Registered Students (KS3/4 non-permanently excluded)

In the case of all other students (i.e. non-permanently excluded in mainstream school/academy), admission will be at the discretion of Meadowbrook College, taking account of the need to prioritise the full-time education of permanently excluded students and to ensure that sufficient capacity exists to accommodate such students rapidly following their exclusion from school.

Oxfordshire Local Authority have pre-commissioned a number of dual registered places that they choose to distribute via the area IYFAPs as described in section 2 above.

School/academies can also approach Meadowbrook College directly for provision. There is a fee charged to the school for this service.

The admission of students who have not been permanently excluded from their school will be made by agreement between the student's school, Meadowbrook College, parents/carers and the student on the basis that there has been a serious and sustained attempt to meet the student's needs involving other agencies in the context of the student's current school.

Once all paperwork is received and potential start date agreed, a meeting between student's school, Meadowbrook College, parents/carers and the student will take place to outline the provision available and the agreement made.

All offers and agreements will be put in writing by Meadowbrook College and circulated to the student's parents/carers, the student's school and relevant professionals.

IMPORTANT:

All non-permanently-excluded-students will remain on the roll of their school, whilst being Dual Roll at Meadowbrook College, and continue to be the responsibility of the Trustees of the home school. We will share a Partnership Agreement(PA) (Appendix 1) with each referring School/Academy which will outline both Meadowbrook College and the home school/academy's responsibilities whilst the student remains on roll. Failure to support Meadowbrook College with regard to the PA may result in the provision for that child/or children being terminated.

Exceptional Circumstances

In exceptional circumstances, and when appropriate, Meadowbrook College may be asked by the Exclusions and Reintegration team to single register a student who is not permanently excluded. These students would be without a current school placement and display a high level of need:

- Previously-EHE (Elective Home Educated) students designated as being suitable for mainstream provision
- LAC (Looked After Children) students temporarily without a school place due to moving into Oxfordshire or who need to spend some time in transition in alternative provision prior to joining a new mainstream school
- LA referral for child who is a 'Removal into' the area and without a school place (under Section 19) NB: in consultation with the Meadowbrook College Headteacher

Discovery (KS3)

Discovery runs an 8 week programme for students who have become disengaged from education and or at risk of exclusion from mainstream school. There is a fee charged to the school for this programme.

When all paperwork is received and a programme date is proposed, an initial school meeting is arranged between referring school, Meadowbrook and student to assess appropriateness of the referral and to outline the provision.

Following a successful assessment, Meadowbrook will confirm, in writing, the start date with home school and parent/carers.

The length of Discovery placement may vary in relation to the needs and progress of each pupil but no pupil will exceed a total placement length of twelve weeks (not including a reintegration period of up to 2 weeks).

On Course (KS3)

On Course currently runs 3 different programmes a week, the Connected programme, FLO8 and FLO9. Course dates for the year and referral deadlines are advertised direct to schools and at area IYFAPs (see also Meadowbrook website). There is a fee charged to the school for this programme.

When all paperwork is received and a programme date is proposed, an initial school meeting is arranged between referring school, Meadowbrook and student to assess appropriateness of the referral and to outline the provision.

Following a successful assessment, Meadowbrook will confirm, in writing, the start date with home school and parent/carers.

Please refer to the Discovery / On Course handbook for the 'contract' conditions for schools. Any school who does not support the conditions outlined may find future applications for places on these courses denied.

COMMISSIONED SERVICES/OUTREACH: ie. Bridges Direct Provision, Consultancy, Training (eg. Team Teach), Group work, Link Mentoring, Reconnected

Meadowbrook College has a number of services which it provides for schools/academies on a needs-led basis and falls under the banner of 'outreach' - Meadowbrook College staff will be working 'out' in schools, with students and/or staff, rather than providing programmes of

support on site. From time-to-time, this work might take place in other suitably arranged provision at the request of the school.

Once a referral is received Meadowbrook College will contact the referrer to discuss the requested support. If an agreement is made Meadowbrook will issue a proposal of provision, timescales and the indicative cost of that provision. Formal agreement of the proposal from the referrer has to be confirmed prior to any provision commences.

Next Step

Next Step is specialist provision for high level needs pupils. It is, in the main, long term provision for pupils whose needs have not been met in special schools, who are not able to work in groups with other pupils and who may present significant risk to themselves and/or others.

Next Step is offered as a collaboration between Meadowbrook and the LA SENS (Special Education Needs Support) Service.

Access to Next Step provision is through the LA 'Complex Cases' meeting and the Next Steps Strategy Group. The referral process is managed through a lead LA SEN Officer. Schools and Academies cannot refer directly to this provision.

5. Referrals

All referrals to Meadowbrook College will need to be directed to our referral email **referrals@meadowbrookcollege.org** or posted. All referrals must be discussed with parent/carers and budget holders/Headteachers prior to submission.

A referral will not be considered without a Meadowbrook referral form completed in full

A student will only be placed on roll with Meadowbrook College, and given a start date, following a referral (including PEx students) when the following are in place:

- a completed, up-to-date risk assessment, where relevant
- in the case of a child under Social Care, a 'handover' meeting/discussion between DSLs/DDSLs (Designated Safeguarding Leads and Deputy DSL)
- any other relevant information eg EHCP, TAC (Team Around the Child) meeting notes
- information on the needs and prior attainment of the student being referred

Once this information is received, Meadowbrook College will arrange an Induction meeting at one of our sites in order to discuss the provision.

Meadowbrook College will provide regular feedback to the LA/Schools and Academies on progress made by the pupil, the pupil's needs and attainment.

Please note: if following an agreement to make provision for a child, information comes to light which was not shared at the referral stage and impacts greatly on Meadowbrook's ability to safeguard children and adults, or provide suitable provision for the child, the place may be revoked.

Trustee Approval and Review Dates

This policy was updated in November 2020 and February 2021

The policy was approved by the Radcliffe Academy Trust Chair of Trustees by email on 31st March 2021.

It is due for review by end February 2022

Date	Author	Change	Reviewed by Trustees
18.11.20	BOT	Changes to Discovery and Next Step admission arrangements	
8.2.21	NPA	Updated to reflect students will go on roll at Meadowbrook College from Day 6 following permanent exclusion (unless there is a reason for delay which is known to the LA and Meadowbrook College)	21.5.21