

## **Progression 2Work Admissions Policy**

**September 2021 (Reviewed September 22 / June 23 / March 24 / July 24 / August 25)**

### **Introduction**

This document sets out the admission arrangements for Progression2Work Independent School and Alternative Provision

Progression 2Work operates a fair, objective, and transparent admissions process.

### **Admission Arrangements**

Pupils of compulsory school age can only be admitted to Progression 2Work by being referred by local authorities, schools, and academies.

All admissions are made via a referral process. Each pupil will be assessed individually by Progression 2Work staff to ensure that a place at Progression 2Work is both appropriate and in their best interests.

The table below sets out most circumstances under which a referral may be made (the list is indicative only):

#### **Pupil is permanently excluded**

Full-time

Long term or short term

Education must start by the sixth day of permanent exclusion but can start earlier.

#### **Pupil has a fixed period exclusion**

Full-time

Short term – up to 45 school days in an academic year

Education must start by the sixth day of a fixed period exclusion but can start earlier.

#### **Pupil cannot attend education due to illness (section 19 Education Act 1996)**

Part-time if medication reasons make this appropriate

Long term or short term

**Pupil has behavioural issues (including pupils at risk of exclusion and those directed offsite for education to improve their behaviour)**

Full-time or part-time depending on whether the pupil is receiving education elsewhere to make up to full-time.

Short term or medium term.

**Children with an EHCP plan/statements of special educational needs without a school place (or undergoing statutory assessment)**

Full-time

Short term or medium term

**Looked after children without a school place, or at immediate risk of permanent exclusion**

Full-time

Short term or medium term

**Looked after children who have been permanently excluded**

Full-time

Short term or medium term

**Children whose Elective Home Education has been failed**

Full-time

Short term or medium term

**Children who are identified as Children Missing Education**

Full-time

Short term or medium term

**Children considered under the Fair Access Protocol**

Full-time

Short term or medium term

The number of places available in Progression 2Work is 40 in the Hub and/or on outreach. These places currently exist across one permanent Hub and several partner providers within Work Experience, and can meet the needs of boys and girls aged 11 to 16 who are either permanently excluded or at risk thereof, suffering extended periods of sickness or, for medical reasons, are unable to attend school, and may require Outreach 1:1 or/and Work Experience. Hub placements can meet the needs of boys and girls aged 11 to 16. Other ages will be considered at the discretion of the Directors and Hub SLT.

Progression 2Work aims to provide flexibility in places and therefore the numbers admitted in specific locations and key stages is subject to change. Pupils may be accepted into relevant year groups depending on demand. However, it is intended that the total number of places available at any one-time is 40 within the Hub.

There must be exceptional circumstances for a greater number than 40 pupils to be admitted.

Places will be reviewed by Progression 2Work Directors at agreed intervals, in line with good practice and statutory guidance.

### **Oversubscription Criteria**

Places which are requested for pupils will be prioritised using the following criteria:

- Children who have been permanently excluded and
- those who have a medical reason which means that they cannot attend a mainstream school
- Children who are at risk of exclusion
- Students who are Post 16 and placed at the express commission of a Local Authority

### **Appeals**

The statutory admission appeals process does not apply to Progression 2Work

### **Correspondence**

Any correspondence should always be posted in sealed envelopes marked 'Confidential', with the recipient's name written clearly on it. If there is any data protection breach, disciplinary action will be applied.