

Progression2Work Admissions Policy

September 2020

Introduction

This document sets out the admission arrangements for Progression2Work Alternative Provision

Progression2Work operates a fair, objective, and transparent admissions process.

Admission Arrangements

Pupils of compulsory school age can only be admitted to Progression2Work by being referred by local authorities, schools, and academies.

All admissions are made via a referral process. Each pupil will be assessed individually by Progression2Work staff to ensure that a place at Progression2Work 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.

Young mother

Short term – up to 18 weeks

Full-time or part-time depending on the young mother's circumstances

Children with statements of special educational needs without a school place (or undergoing statutory assessment)

Not able to provide a place currently within the Hub but Outreach and Work Experience is available.

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

Not able to provide a place currently within the Hub but Outreach and Work Experience is available.

Looked after children who have been permanently excluded,

Not currently able to offer a place within the Hub but Outreach and Work Experience is available.

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 Progression2Work is 16 in the Hub and unlimited 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 12 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 14 to 16. Other ages will be considered at the discretion of the Directors and Hub SLT.

Progression2Work 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 16 within the Hub.

There must be exceptional circumstances for a greater number than 16 pupils to be admitted.

Places will be reviewed by Progression2Work 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

Appeals

The statutory admission appeals process does not apply to Progression2Work