

Admissions Policy

Reviewed by:	Julie Vernon-Hamilton
Date:	September 2017
Ratified by:	Full Management Committee
Signature:	Geraint Edwards Tim Litchfield – vice chair
Date:	5.10.17
Date of next review:	Autumn 2018

Our mission statement is:

‘To prepare the students, both academically and socially, for life, through a more positive experience of learning.’

To achieve this we must have in place a rigorous admissions procedure and criteria.

Every referral is treated with equal attention and goes through the same process.

1. NHESC support service staff discuss the student at risk of permanent exclusion with the mainstream school, ensuring all possible strategies have been covered.
2. Care is taken during the admissions process to ensure that the individual needs of the student can be met at The Centre before a place is offered.
3. A place at North Herts ESC is only offered if the all parties are in agreement, student, parent carer and mainstream school. A placement need not be an onsite programme, the student may be on our roll but attending an offsite programme such as NHAS or Bridge 29.
4. If a place is offered then referral forms are completed and the admissions process started.
5. On the rare occasion that the student’s needs cannot be met by The Centre we advise and guide the mainstream school in establishing an alternative provision.
6. All mainstream Head Teachers are informed of the numbers and names of all students taken onto our roll through the monthly ‘Hard to Place’ protocol and thus the movement of these students is monitored by the local heads consortium.

When a referral process begins we also take great care in ensuring that the mix of students on site is safe, for example if a school refers more than one student in a year group the relationship between the

two would need investigating before a place given. Here the previously bullied and the bullies work alongside each other, life at The Centre is a partnership and that partnership begins during the admission process.

Across both sites The Centre is able to have 80 students on roll. This number is flexible depending on the individual programmes set up for the students. For example, education off site gives us that flexibility to bring in another student at that time.

Criteria for Admission

For the students at serious risk of permanent exclusion from mainstream schools

The students referred to The Centre display one or many of the following:

- Underachieving in their mainstream situation
- Bullied
- Having problems caused by the size of a large school
- Truancing with/without parental support
- Needing emotional support not available in mainstream
- Needing close adult contact in a secure environment
- Needing a differently structured approach to education
- Able to perform better in a small group
- Vulnerable
- Emotionally insecure
- Experiencing conflict in their school with staff or peers
- Experiencing conflict in a home situation
- Suffering low self esteem
- Needing confidence building within a supervised structure

Admission of students with no school place

NHESC is often asked to admit students who have moved into the North Herts or Stevenage area either as a Child Looked After or because their family have moved into the area. These students are mostly single registered with NHESC and they too must have the same referral paper work requested from the local mainstream schools and display the same behaviours as listed above.

Students Admitted from the local authority children's homes.

NHESC runs a provision called Bridge 29 for the children in the local authority children's homes. Referrals for these young people come from the Bridge 29 staff liaising closely with the managers in the children's homes and the CLA Education Advisors. The criteria for this referral is based on their non attendance at their educational provision and the same criteria as outlined above.

Admission of students to North Herts Alternative Solutions.

NHESC runs a programme for those students in North Herts who are unable to cope in a group. These are students who have been unable to maintain a place in mainstream and often a specialist setting. They are students who cannot access their education in a group setting. These referrals come via NHESC and are thus already known to the service or via the SEND panel.

Admission of students who have been permanently excluded.

The permanent exclusion of students in North Hertfordshire is rare. However when this does occur NHESC provides an educational programme for the student by the 6th day. For KS3 and KS4 students this is a place on one of the 5 programmes. For KS1 and KS2 pupils this is via temporary place being found in a local mainstream primary school where the pupil is supported by NHPSS staff until a permanent place is established either in another mainstream primary school or in a special school.