



WEST CUMBRIA LEARNING CENTRE		
TITLE:		
ADMISSIONS PROCEDURE		ISSUE 5
		DATE: Jan 2018

RECORD OF ISSUE		
ISSUE	DATE	SUMMARY
1	January 2009	Issue 1
2	Jan 2011	Issue 2 follows review
3	March 2014	Reviewed by Headteacher
4	Feb 2016	Reviewed to include HHTS admission procedures
5	Jan 2018	Reviewed to include new arrangements for Pupil Referral Unit (PRU), Alternative Provision (AP) and Social, Emotional and Mental Health (SEMH) admission procedures

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	NAME	SIGNATURE	DATE
HEADTEACHER	H. Johnson		31.01.18
CHAIR OF THE MANAGEMENT COMMITTEE	M. Priestley		31.01.18

Requests for Pupil Referral Unit support / Alternative Provision

Requests for Pupil Referral Unit support / Alternative Provision for young people aged between 7 and 16 who are experiencing social, emotional and health difficulties are to be made by the mainstream school.

- The mainstream school should contact WCLC to discuss the pupil's needs
- WCLC will ask for an invitation to attend the next Early Help meeting for the family of the pupil. If an immediate response is required, school are to arrange an emergency Early Help meeting with the family.
- WCLC will attend the Early Help meeting and identify the area of need – for example: family support, behaviour management, educational need, therapeutic support
- WCLC will offer support to the school in the form of one or more of the following:
 - a member of WCLC staff will attend the mainstream school for a day and monitor the child in lessons, speak to teachers, gather evidence and then write a report providing advice and guidance for the school
 - parenting support, family support, help with anything to do with the home / family
 - therapeutic support from either WCLC's Student Counsellor or Therapeutic Support Worker for the child and / or family
- Following a period of 6 weeks, in which the school has followed the advice provided, the school should call a further Early Help meeting to review progress. WCLC will attend the meeting.
 - If the child is making progress, and no longer needs support, then WCLC will withdraw
 - If the child is making some progress, but still needs a bit of support, then WCLC will continue to work with the school
 - If the child is not making progress, then an application for a place would be supported. WCLC will take responsibility for the Early Help process and a placement will be offered to the child, in line with their needs

Applications should be made using the WCLC passport, which can be found on the Centre's web-site (www.westcumbrialearningcentre.co.uk).

Pupil Referral Unit (PRU)

Priorities for PRU provision are:-

- Students permanently excluded from two or more schools
- Students permanently excluded from one school
- Students at risk of permanent exclusion
- Students requiring assessment for whom a mainstream school is not appropriate in the short term
- Students with exceptional circumstances

Looked After Children will be prioritised within each of these groups.

Permanently excluded students

Permanently excluded students may attend the PRU full-time for a limited period and begin reintegration to another mainstream school / alternative provision. These students will receive a full timetable (25 hours education per week) and the receiving school will be part of the re-integration planning process.

Dual-registration of a student at a mainstream school and WCLC

For some students at risk of permanent exclusion dual registration at WCLC and their

mainstream school will be the most appropriate strategy. In these cases, it will be expected that:

- The student will remain on the roll of the school and will either spend some time each week within the school, or will receive full-time provision at the PRU for a fixed and limited duration, with an agreed date to return to school on a part-time or full-time basis, as appropriate.
- The arrangements of timetabling at school and PRU will ensure that the student receives 25 hours education per week

Alternative Provision

Alternative Provision places are available to students in KS3 / 4

Secondary schools in West Cumbria are allocated places relative to the number of students on their roll.

Priorities for allocated places per school are agreed through the AP sub-committee, which meets monthly and ensures even allocation of places to schools.

Students will remain on the roll of the mainstream school and will receive full-time provision from WCLC. It is expected that these students will remain with WCLC following an alternative curriculum until the end of Year 11.

There are 5 Alternative Provision places allocated to WCLC; these places may be used to provide long-term Alternative Provision for students who have been educated for a time at the PRU and for whom a return to mainstream school is not appropriate. These pupils will have single registration with WCLC, where it is felt to be in the child's best interest.

Referrals to the Hospital and Home Tuition Service (HHTS)

Requests for HHTS provision for young people aged between 7 and 16 may be made for those meeting the following criteria:

- Absence from mainstream school for a period of 15 days, or more, as a result of a medical condition
- Absence from mainstream school for long and recurring periods, as a result of a medical condition

Referrals should be made using the WCLC passport and supported by medical evidence.

WCLC will ask for an invitation to attend the next Early Help meeting for the family of the pupil. If an immediate response is required, school are to arrange an emergency Early Help meeting with the family.

Should the referral be supported, then students will have dual registration with their mainstream school and WCLC. Timetabling arrangements will be determined by the number of hours the young person is medically able to access.

The aim will be for the young person to re-integrate into their mainstream school as they are medically able. The mainstream school will retain responsibility for the Early Help process; WCLC will attend all Early Help meetings.

Referrals to SEMH (Social, Emotional and Mental Health) Provision

SEMH placements are provided by agreement with the Local Authority. These students will have an EHC plan, which clearly identifies this provision as the most appropriate to meet the student's needs.

Oversubscription arrangements

It is crucial that students receive provision at all times. Should a placement be agreed, but there is no place available, the mainstream school will continue to be responsible for the student's educational provision.

It is the right of WCLC's Headteacher to re-integrate students who are dual registered, in order to facilitate placements in line with admission priorities.

Monitoring and Evaluation

This procedure will be reviewed on a biennial basis.