

## **Progression 4Work Admissions Policy**

**September 2021 (Reviewed September 22) (Reviewed June 23) (Reviewed March 24)**

### **Introduction**

This document sets out the admission arrangements for Progression4Work Alternative Provision

Progression 4Work operates a fair, objective, and transparent admissions process.

### **Admission Arrangements**

Pupils can only be admitted to Progression 4Work by being referred by Progression 2Work / local authorities, schools, and academies.

All admissions are made via a referral process. Each pupil will be assessed individually by Progression 4Work staff to ensure that a place at Progression 4Work 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 an EHCP plan/statements of special educational needs without a school place (or undergoing statutory assessment)**

Not Applicable.

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

Not Applicable.

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

Not Applicable.

**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 4Work is unlimited on outreach. These places currently exist from Home / 1:1 within the community and several partner providers within Work Experience, and can meet the needs of boys and girls aged 11 to 18 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. can meet the needs of boys and girls aged 11 to 18. Other ages will be considered at the discretion of the Directors.

Progression 4Work 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.

Places will be reviewed by Progression 4Work Directors at agreed intervals, in line with good practice and statutory guidance.

### **Appeals**

The statutory admission appeals process does not apply to Progression 4Work

### **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.