



Admissions & Referrals Policy

This policy outlines the admissions policy of Productive Learning UK Ltd.

This policy aims to:

- To provide a safe alternative education provision for learners who cannot attend mainstream schools , to provide a safe, learning environment in which to build self-confidence, provide learning support and promote returning to mainstream education or transition to specialist school.
- Explain how places at the provision are considered, allocated and funded
- Clarify responsibilities in relation to provision admissions
- Explain how to appeal a decision about a provision placement

This policy meets the requirements of the Education (Independent Provision Standards) Regulations 2014 and The Education (Learner Registration) (England) (Amendment) Regulations 2016.

Productive Learning UK Ltd is an Alternative Education Provision (AEP) for learners with Emotional Based School Avoidance or non-Attendance (EBSA or EBSNA) and/or mental health conditions that prevent their attendance at school.

A learner can be referred to Productive Learning UK Ltd at any time during the academic year. Learner places are normally commissioned and paid for by referring agencies or schools. We also accept referral from parents of learners on Elective Home Education (EHE).

Learners who are referred to Productive Learning UK Ltd often have diagnosed or undiagnosed Special Educational Needs (SEND) and associated barriers to learning – including SEMH, communication difficulties, ADHD, and ASD. Some learners who are referred prefer smaller learning environments and have emotional barriers to accessing mainstream education.

The provision may have the following grounds to refuse offer of a place:

- lack of capacity due to all places being filled.
- inability to meet the learner's identified special educational needs.
- being unable to offer suitable educational provision in response to commissioners stated needs.
- the level of risk to health, safety and wellbeing of other learners or staff and/or level of risk to the effective operation of the provision is too high.

Responsibilities

Productive Learning UK Ltd will have full regard to its duties under the Equality Act 2010 in relation to the management of admissions and will ensure that their



arrangements will not disadvantage unfairly, either directly or indirectly, any child according to the protected characteristics of the Act.

It is the responsibility of the referring agency to ensure the accurate completion of comprehensive referral documentation and relevant risk assessments and provide any further information/documentation as required.

The Director of Operations of Productive Learning UK Ltd should highlight to the referring agency, when necessary, information is missing from referral forms. It is the responsibility of the Director of Operations to ensure that the provision's procedures on referrals and admissions are followed and the criteria used to decide the allocation of provision places are fair, clear, and objective.

Oversubscription criteria

Where a request is received and there is not a suitable place available, the referring agency can request that the learner's name is added to a waiting list. The decision to implement a waiting list will rest on the existing cohort of learners and the likelihood that a place will become available within the current term and will be at the discretion of the Director of Operations.

Appeals

As all types of referrals involve case by case scrutiny, team consultation discussions, orientation meetings and discretion from the Director of Operations, the offer (or not) of a place will usually be through mutual agreement during the referral and orientation process. However, in exceptional cases where agreement cannot be reached, the commissioner should write to the Director of Operations outlining reasons supporting the referral with any supporting documentation.

The Director of Operations will consider this and reply within 14 days, stating the provision's position. If a place is not granted after the process, the commissioner may make a final appeal and request a review from the Managing Director.

A final appeal should be put in writing, and cases will then be heard by the Managing Director within 14 days of the final appeal being received and final outcomes notified within five working days of the hearing.

The Referral Process and Procedures

On receiving an enquiry, the Director of Operations will:

- respond to the commissioner, School or parent within two working days.



On receiving learner referral and risk assessment information the Director of Operations will:

- check that all required information is given on the referral documentation.
- request and consider any other related documents from the person referring e.g., EHCP, last PEP (for LAC), Educational Psychologist reports etc.
- initiate the orientation process - arrange a meeting between the provision and the learner, parents/carers and relevant professionals, as appropriate.
- decide on the provision and programme to meet the learner's needs (or communicate otherwise within three working days).
- communicate the offer of a place, and related placement costs, to the commissioner within three working days.

Once the commissioner has confirmed acceptance of the placement, including fees, terms and conditions, the Director of Operations will:

- ensure that an education package, activities package, personalised induction process, timetable and start date is agreed by all those involved.

On the first day that it is agreed that the learner will attend the provision, the Director of Operations will:

- place the learner on the provision attendance register. If a learner does not attend on the agreed date, the Director of Operations should contact the commissioner/School/Parent to inform them of the absence and ascertain the reason to ensure that the child does not go missing in education and there are no safeguarding issues.
- record the learner on the intake record
- arrange for an onboarding checklist to be completed by the Senior Mentor

Changes to Provision

A learner's change in circumstances or change in level of need may require a change to the agreed provision of placement. In such cases, the Director of Operations should liaise with the commissioner/school/parent to agree any changes in provision and costs. In the case of learners with an EHCP this may require an Annual Review. Such changes should be confirmed in writing.

The Intake Record

It is a legal requirement for the provision to record the intake of learners, naming every learner who has been admitted. It is also required that the Director of Operations makes a copy of the electronic intake record monthly. Paper copies should be filed in order and securely. Electronic copies should be kept securely and separately e.g. on a dedicated external hard drive or secure cloud-based platform. The intake record



should be maintained in alphabetical order and should contain the following information:

- unique number, consecutive to the last learner admitted
- full name (including middle names)
- gender
- name and address of parents/carers – if parents/carers do not live together, the person with whom the learner normally lives should be indicated
- at least one telephone number at which a parent/carers can be contacted in an emergency
- day, month and year of birth
- school year of learner
- day, month and year of admission or re-admission to the provision
- name and address of the school where they are on-roll
- number of learning hours per week
- date the learner left the provision
- destination for learner on leaving and date of first attendance for any learners going on to another provision If an amendment is made on the electronic version, the copy must also be amended.

Every amendment to the intake record must include:

- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person making the amendment

Learners should be placed on the intake record 'from the first day on which the provision has agreed or been notified that the learner will attend the provision'.

Where a referring agency notifies that a learner will live at another address, the following should be recorded in the intake record:

- the full name of the parent/carers with whom the learner will live
- the new address
- the date from when it is expected that the learner will live at this address

The Director of Operations should highlight any contextual information of a vulnerable child who is missing education, such as safeguarding concerns to the referring agency.

As learners leave the provision, the intake record must be amended to reflect when they left and their destination.



Policy Review

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.

A handwritten signature in black ink, which appears to read "N. Morris", is written over a horizontal line.

Nicholas Morris
Director – Productive Learning UK Limited