



Admissions Policy

2019/2020

ADMISSIONS POLICY ISSUES AND UPDATES

Pages	Issue No.	Date
Whole Document - new template implemented	1	January 2016
Cover page - Change of logo	2	February 2016
Whole document - checked and revised where necessary	3	August 2016
Whole document - annual review and adjustments where necessary	4	September 2017
Whole document - annual review	5	August 2018
Whole document - annual review	6	August 2019

The following policy has been approved by the Senior Management Team and the Executive Team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Executive Team: August 2019

Board signatory: 

Planned review: August 2020

1. Admissions Policy Overview

- 1.1 At Progress Schools our students are referred from a variety of sources. There are no formal entry requirements to access our programmes although every referral is considered on an individual basis. The sections below outline required documentation before a student can be placed in Progress School.
- 1.2 Progress schools will consider each referral on a case by case basis. A placement will be offered if it is believed we can meet the student's needs.

2. 13-16 Admissions

- 2.1 All students aged 13-16 (11/12 years in some schools) that are currently not in formal education, are at risk of being permanently excluded or cannot meet their potential in their current setting must be referred either by their current place of education or the Local Authority Education/Inclusion team. Please check individual schools for details.
- 2.2 Students and parents/carers are welcome to view the proposed Progress School site by appointment, however formal admittance will not be considered until the following documentation has been received;
 - Risk Assessment and referral pack including schedule 3 document
 - Prior educational background
 - Copies of any relevant documentation including SEND and EHC Plan
 - Prior attendance and attainment
 - Any other important documentation relevant to the student
- 2.3 Once received, a decision will be made and parents informed within a maximum of 5 working days. Upon agreeing a start date and timetable, parents and students will be invited in to the school where they will receive consent forms and a parent information pack. Copies of any details will be sent to the referring agency where applicable.
- 2.4 Progress Schools will review each application carefully. Due to the nature of some of our referrals, the student's welfare will take priority when considering if we can successfully meet the students' needs.
- 2.5 Short term, temporary placements are available. Progress Schools can act as a 6th day provision in the event that suitable alternative placement is still being sought. The admissions process remains the same as full time applicants.
- 2.6 Where a student is being referred onto a block placement contract, we still expect to receive the documentation listed above prior to admission.

3. Appeals

- 3.1 In the event of a student being refused a placement, appeals must be made to the Head of School in writing within 5 working days of the placement being declined.