



Susan's Farm Admission and Referral Policy for Placement in Alternative Provision

Operational Owner	Alternative Provision Education Lead
Trustee Owner	Lindsey Slater
Effective date:	07/01/21
Review date:	10/10/25
Related documents	Safeguarding Policy Positive Behaviour Policy AP Contract AP Service Level Agreement

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan-Management	First Draft	Management Committee	07/01/21
1.1	Emma Hughes	Updated with staffing changes	Chair of Trustees	13/09/22
1.2	Emma Hughes	Updated with Staffing changes	Lindsey Slater	10/10/23

Purpose

The purpose of this policy is to set out our admission and referral policy to demonstrate that admissions will be fair, open and transparent and enable Susan's Farm to meet the needs of its students. We are committed to supporting vulnerable children and young people and will ensure we can meet their particular needs before they are offered a place.

Scope

This policy applies to all children and young people seeking to undertake an educational placement at Susan's Farm

Policy Statement

Susan's Farm has been established to deliver education to children and young people who would benefit from a placement away from mainstream education. Students are likely to have experienced school attendance issues, social, emotional or behavioural difficulties. This includes students who are at risk of exclusion, have self-excluded themselves, or who have been excluded from mainstream education.

The aim of Susan's Farm is to re-engage students into education and support progression to employment, training or further education.

Aims of policy

The aim of this policy is to ensure a placement at Susan's Farm is based on the following criteria:

1. That we can offer the student learning and support suitable for their needs.
2. That the student successfully completes a probationary period.
3. That all students can be supported by current staffing levels.
4. That a funding route has been established and a contract with a funding body has been agreed.

Students who pose a significant safety risk to themselves or others will not be accepted at Susan's Farm.

Roles and Responsibilities

- The Alternative Provision Education Lead is responsible for writing and implementing this policy.
- Significant findings of all AP admission and referral issues are reported to the Education Manager and the Board of Trustees.
- The admission and referral requirements and audits are monitored and reviewed regularly by the Alternative Provision Education Lead.
- Minor and major changes to the policy will be reviewed by the Management Committee and agreed and approved.
- A policy reviews will take place every two years or in line with relevant changes to legislation and/or local guidance.

Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- Susan's Farm recognises the need for specific measures to ensure a fair admissions process for each of these groups.
- This policy and all other associated policies and documents take this into account.

Students supported by Susan's Farm

Our priorities for providing places are for:

- Those who have social, emotional or mental health needs that limits the amount of time they can spend in mainstream school
- Those who have been absent from mainstream school for long and recurring periods
- Children Looked After (CLA)

Number of places available

- Susan's Farm will primarily provide education for a maximum of 8 students aged 12-16 per day for 2 days/week for 38 weeks/year across the normal academic year of Cumbria County Council. This number will be reviewed as required.
- Placements are based on the needs of the young person; the age criteria can be flexible depending on need and appropriateness of the placement.
- These places will be part time places of 1 or 2 days per week, but no more than 12 hours a week.

Referral arrangements

- Requests for support for young people aged between 12 and 16 who are experiencing social, emotional, mental health or physical health can be made through one of the following referral routes:
 - Referred by the mainstream school to support the school's early intervention measures to address attendance and/or behaviour.
 - Referred by Cumbria Virtual School for CLA.
 - Referred by parent/guardian.
- All referrals must complete the referral form fully and submit to Susan's Farm's Alternative Provision Education Lead and attend a referral meeting before a place will be offered. This is outlined in the procedure below.

Registration arrangements

- Where students are on the roll of a school and attend sessions at Susan's Farm, the student will be dual registered at their current school.
- In case of absence, we would expect parents/carers to contact Susan's Farm to let staff know.

Probationary Period

All students must satisfactorily complete a 4 week (or 4 session, whichever is the greater) probationary period and take part in a review meeting with Susan Farm staff, parents and/or school staff.

Referrals and Admission Procedure

1. An initial enquiry is received at Susan's Farm via phone, email or website.
2. A referral form is completed by the referrer.
3. Once a referral form is received at Susan's Farm it is securely logged.
4. The referral form must include supporting evidence of thorough prior assessment with proposed outcomes. e.g.
 - Pastoral Support Plans
 - Essential baseline information, i.e. academic, social/emotional, current educational provision/ curriculum, details of Special Educational Needs and or Disabilities (SEND)
 - For Children Looked After, a current Personal Education Plan (PEP)
 - In case of a medical referral, written support from a paediatrician
 - Evidence of ongoing interventions
 - In case of all exclusions, copy of Head Teacher's letter of exclusion to parents
5. The student's parent/carer will then be contacted by phone/e-mail.
6. A meeting at Susan's Farm with the young person, support worker/mentor and parent(s)/carer(s) will be undertaken to ensure that all parties are satisfied that Susan's Farm can meet the needs of the young person. This includes any SEND outlined in an Education Health Care Plan (EHCP).
7. A decision will be made at end of the meeting. If further information is required or if a funding arrangement has not been agreed this may be a conditional offer. If Susan's Farm is not able to meet the needs of the young person it will be agreed at the meeting and no further action will be required.
8. If we can accept a young person's referral, we will contact the representative to accept the referral with details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.
9. At the end of the 4-week probationary period, a review meeting will take place to discuss progress and the continuation of the placement, including setting an individual learning plan.

Referrals and Admission Flowchart

