Admission Policy

Policy Information

Responsible Person	**Wayne Stewart**
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Review frequency	**Annually**
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Context

New Roots Workshop focusses on students at risk of being excluded from school, out of school with an alternative placement hard to establish, those with poor attendance and young people who are not in education employment or training (NEETS). This may include but is not limited to young people who have an Education Health Care Plan.

Typically, they will be young people who have been isolated from education for reasons including disengagement, usually at a time of significant uncertainty within a family and young person's educational journey.

New Roots Workshop aim to maintain each young person's learning, whilst engaging with existing education providers. The focus if appropriate, is towards maintaining integration, assisting schools with reintegration into an appropriate mainstream provision, and the development of employability skills, enabling young people to lead useful, enjoyable, and productive lives within their community.

New Roots Workshop provides opportunities for supporting re-engagement in education by bolstering students existing curriculum and broadening future opportunity for young people and their families/carers.

We recognise our duty to embrace diversity and to work to overcome prejudice, we do not discriminate on grounds of ability, gender, ethnicity, race or religion. Admission is reliant on adherence to the New Roots Workshop admissions procedures as set out below.

New Roots Workshop will:

- Ensure that all individual placements can meet the special educational needs of referred children and young people at the point of admission.
- Ensure that each individual referral is dealt with efficiently and within the required timescales.

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- Provide a transparent process for referral of prospective children and young people.
- Ensure it has a structured and supportive admission and induction procedure for new young people.
- Ensure that any additional required resources can reasonably be provided.
- To ensure the future destination of all students and young people is verified as correct, and where not for pupils of school age, inform the local authority in a timely manner.
- Ensure that all referrals are handled in a timely and professional manner.
- Ensure that post admission placement meetings are informed by up-to-date detailed assessment and information.
- Ensure that all relevant documentation (SLAs, permissions etc.) have been signed by the appropriate Local Authority/School personnel/parent/guardian prior to admission of the young person.

Referral Process

The process for referral handling is:

- The Local Authority or school makes a referral to New Roots Workshop. The referral will usually include a young person's Education, Health and Care Plan and other relevant reports.
- New Roots Workshop will review the documents and adjust the provision accordingly.
- New Roots Workshop will contact the local authority or school as well as parents/carers to invite the young person to visit the workshop.
- During the visit the young person will have a tour of the workshop and meet the instructors and other members of staff as appropriate.
- Following a successful visit, an offer of a placement with a suggested start date will be sent to the Local Authority or school.
- Upon acceptance of the placement by the Local Authority or school, parents/carers will be advised, and potentially a home visit can be arranged if required on an individual basis.
- Where applicable, ensure that pre-admission school and home visits are carried out effectively.
- Transition details and start date will then be confirmed.

New Roots Workshop will send a referral form for completion by the local authority or school.

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Admissions Register

New Roots Workshop keeps an admission register which contains an index in alphabetical order of all the pupils attending the workshop and the following information about each pupil:

- pupil number (URN)
- name in full
- gender
- the name and address of every person known to the workshop to be a parent of the pupil and, against the entry on the register the particulars of any parent with whom the pupil normally resides, an indication of that fact and an emergency telephone number
- day, month, and year of birth
- day, month and year of admission or re-admission to New Roots Workshop
- name and address of the school last attended, if any
- leave date when applicable
- leaving destination that when a leaving pupil's destination is given as another school, New Roots Workshop has verified this new school as a legally registered provider
- that where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner

The admission register will be kept on the New Roots Workshop database and updated as required.

We will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of the workshop by their parents and are being educated outside the school system e.g. home education
- have ceased to attend the workshop
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the workshop at the end of that period
- have been permanently excluded

The local authority will be notified when New Roots Workshop is to delete a young person from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

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