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## Brian Jackson College Admissions Policy

### Related Documents:

- DfE school admissions (code 2014)
- DfE Equality Guidance
- Education (pupil registration) (England) Regulations
- Brian Jackson College Service Level Agreement (SLA)

### Introduction:

Brian Jackson College is an Independent Inclusion school offering a full-time alternative provision for pupils aged 13-16.

The aim of the school is to promote inclusion, raise standards of behaviour and achievement with a vision where all young people achieve their full potential in life. Our ethos is to offer a fresh start to all pupils; challenging and supporting them to achieve, developing self-belief and aspirations to support and encourage positive progression by proactive early intervention.

Secondary schools, academies or the Local Authority can commission a place at Brian Jackson College to ensure the best outcomes for individual pupils. Transition arrangements are designed to encourage incoming pupils to settle into the College confidently and quickly and to ensure their needs are identified and comprehensively met from the outset. Pupils are likely to have a wide range of social, emotional, mental health and behavioural difficulties. Pupils who will benefit from a placement at Brian Jackson College are likely to fall into the following categories: -

- Pupils who have had, or are at risk of having, a fixed term or permanent exclusion.
- Pupils who are disaffected with mainstream education to such an extent that continuation of a full-time placement in their current setting is no longer a viable option.
- Pupils who have social and emotional issues which are impacting on their education. This may manifest itself through negative and challenging behaviours or withdrawal from education and school life.
- Pupils who have been bullied or bullied others.
- Pupils who have had patterns of poor school attendance and cannot re-establish consistent attendance at their mainstream setting.
- Pupils who are disadvantaged and vulnerable due to a range of social circumstances (e.g. families experiencing risks such as poverty, substance misuse, mental health issues) which are negatively affecting their attendance and/or behaviour in school.
- Pupils who are at risk of Child sexual exploitation (CSE) and Child criminal exploitation (CCE)

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The purpose of this document is to set out Brian Jackson College's Admission Policy and to demonstrate that pupil admission will be fair, open and transparent. The Admissions Policy will:

- Offer schools, academies and LA early intervention placements to meet the needs of disaffected and vulnerable pupils and those who are at risk of permanent exclusion or who have been permanently excluded.
- Enable Brian Jackson College to provide a structured, stable environment which will ensure that we are able to meet the individual needs of each pupil.
- Support the aims of Brian Jackson College which is to re-engage pupils with learning and positive destinations.

## Admission Arrangements:

### 1. Referral Process

Brian Jackson College accepts pupils from KS3 and KS4 who have been referred by Secondary Schools/Academies or Local Authority ('Commissioners'). Brian Jackson College's Head teacher/Deputy Head, SENCo and Inclusion manage the referral process. Applications for a placement must be made on the Brian Jackson College Referral Form (Appendix A) and are available via our website. All referral forms need to be accompanied with the pupil's most recent Attendance, Attainment and Attitude data (SIMS) and any My Support Plans (MSP), Educational Health Care Plans (EHCP)/statements of educational needs. In brief the process is:

1. Commissioner makes telephone contact with Brian Jackson College, the Head teacher and/or Deputy Head teacher (or nominated representative) to discuss a potential placement
2. Application form is completed and sent to Brian Jackson College Headteacher/ Deputy Head teacher
3. Arrangements are made for a discussion with the prospective pupil, appropriate commissioning representative and a parent/carer. This can be at a mutually agreed venue e.g. home, school or Brian Jackson College
4. Brian Jackson College Headteacher/ Deputy Head teacher confirms that the school can offer a place to the pupil to the current secondary school
5. If the pupil and their parent/carer agree to the placement formal confirmation of the place is made by the Secondary School to Brian Jackson College and the Service Level Agreement form is signed by both parties
6. Brian Jackson College arrange an Induction Meeting with the pupil and their parent/carer.
7. A date for the pupil to be formally placed on roll and to complete base line assessments on numeracy and literacy is agreed on completion of the Induction Meeting.

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Brian Jackson College will run in accordance with all Equalities Law.

The views and wishes of young people and their families (at home is recommended) are an integral part of the referral process. Brian Jackson College also admits pupils who do not currently attend school or are at risk of being permanently excluded, along with those where the school cannot meet their needs.

Brian Jackson College will aim to place a pupil on roll within 2 weeks of receiving all the requested documents in order to prevent any further disruption to the pupils learning. (A checklist of the documentation is listed on page 9 of the referral form)

Brian Jackson College's Head teacher and Deputy Head teacher (or nominated representative) will maintain direct and regular contact with commissioners throughout the process.

## 2. Registration of Pupils

Brian Jackson College aims to provide positive intervention for schools and pupils and help re-engage pupils with their learning, offering a future where all pupils achieve their full potential in life. Pupils at Brian Jackson College will be registered in the following ways:

- Single Registered – only with Local Authority Approval
- Dual registered – this is our preferred method to support a joint approach between the College and the current Secondary School

## 3. Service Level Agreement between Brian Jackson College and Commissioners

Each successful referral will be subject to an individual Service Level Agreement between Brian Jackson College and the commissioner. Pupils can be referred at any point during the academic year.

## 4. Cost of Place per pupil

The cost paid by the commissioning school is set at either the Core Offer or the core offer plus as identified within the SLA.

All pupils with an EHCP/Day 6 or a Looked After Child (LAC) will be subject to a review of the plan or referral and quotations will be submitted on a case by case basis with the Core Offer Plus.

Funding per pupil will not be pro-rated; however, admissions will be accepted throughout the year. The only exceptions to this would be for pupils commencing with BJC after Easter Break who will be charged at a daily rate of £95 per day unless alternative arrangements are agreed with the HT or her nominated manager:

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NOTE: Financial refunds for unsuccessful placements will be subject to approval by the Head Teacher and will, if granted, be charged at a daily rate charge of £95.00 per day that the pupil was on roll at Brian Jackson College. This includes holidays.

## 5. Inability to offer a place

Decisions around admissions to the school will be made following consultation with parents and schools. Brian Jackson College retains the right to refuse the admission of a pupil on the following grounds:

- The College feels that the pupil's needs, as identified in their Educational, health care plan and/or referral information, would not be met.
- The College feels that the pupil's needs could be better met within other services such as a managed move within a mainstream setting, other alternative provisions or another Independent Inclusion School.
- The College has reached its capacity in terms of the number of pupils.
- The College feels that there would be an impact on pupils in regard to safeguarding.

## 6. Admissions appeal process

As all types of referral involve case by case scrutiny, consultation and discretion by Brian Jackson Colleges Head teacher, the offer (or not) of a place will usually be through mutual agreement during the referral process.

Should parents, commissioning schools and/or the LA wish to appeal a decision made regarding admissions they should follow the procedure as set out in the schools Complaints Policy which can be found on our website:

<https://brianjacksoncollege.co.uk/>