



Admissions Criteria and Process

Introduction

This policy sets out the admissions arrangements for young people into Contact Success Ltd. Contact Success Ltd is an Alternative Education Provision registered as a limited company.

Entry into Contact Success Ltd will be by the following methods and is contingent upon the agreement of the Director and the Programme Managers:

Contact Success Ltd accepts referrals for alternative provision placements from schools and local authorities. Our referral form includes information about personal data, information about current behaviours that the learner's display, safeguarding information, SEND and SEMH needs, parental permission is required to make the referral.

Schools make referrals for young people who need either alternative provision for a minimum fixed period of time (6 weeks) or an ongoing programme to be agreed with by all parties.

All referrals must be made through the Director.

There will be an exit plan for all young people to facilitate reintegration into an appropriate provision after their time at Contact Success Ltd.

All admissions must comply with the relevant legislation.

Every new admission will undergo an induction/risk assessment prior to joining Contact Success Ltd.

Regular multi-agency meetings/meetings with the main school setting must be in place.

An open dialogue is required between the Schools/parents/multi-agency professionals and Contact Success Ltd to ensure "fairness" in allocation/duration of placements.

Whilst attending Contact Success Ltd the young person will be registered with the referring school.

Once this referral is received, our Designated Safeguarding Lead/Director will review the referral to determine initial suitability of the learner to our provision.

If the learner is deemed suitable, they will be invited to a one-hour site visit to which parents, carers, and professionals are welcomed to attend. Following the site visit, a report will be filled out by our assigned programme manager and sent to the Designated Safeguarding Lead/Director for confirmation a placement to be offered to the referrer if suitable.

Suitability requirements are largely based on current behaviours and need. Safety is at our foremost due to our increased presentation of risk within some areas of our alternative provision environment. As part of our ethos, we try to meet learners on site during the



referral process to provide an understanding of risk and risk mitigation. They must have a base level of understanding around keeping themselves and others safe.

Contact Success Ltd aim to provide our service to learners who are transitioning or have the opportunity to transition to an educational setting within the foreseeable future or to learners who are regularly attending their main educational setting alongside our alternative provision.

If a learner is unsuitable for our provision, the referrer will be informed of this and the reasons behind this decision. This is a collaborative process, however, Contact Success Ltd reserves the right to refuse referrals.

Start Dates and Waiting Lists

Start dates of the programme will be issued to the referrer and then the parent/carer once a placement has been agreed. Expectation is the learner will complete and attend all of the agreed weeks programme (minimum 2 days over 6 weeks, to include attendance of English and Maths sessions (if required)).

Before the initial start date for our learners, we will exchange relevant paperwork with the referrer and ensure we have received and delivered necessary paperwork before the learner begins, even if this results in a delay in provision beginning.

Communication and reviews will be corresponded with all parties concerned.

Charging Process

We will invoice referring schools and agencies where applicable monthly following each placement in accordance with the funding agreement in the placement contract. This must be in place prior to students being admitted to Contact Success Ltd.

Responsibilities & Commitments for Students on placement at Contact Success Ltd

Referring School Requirements:

- The young person will be registered with the school and the school retains responsibility for the young person;
- the referring school will agree entry strategies for the young person with Contact Success Ltd, based upon the entry criteria;
- the school must share all relevant safeguarding information and behaviour logs for the student with Contact Success Ltd before the young person starts;
- a school representative must attend any multi-agency or important meetings regarding the young person;
- the school will agree entry strategies with adults holding domestic responsibility for the young person, for example parents;



- the school must ensure that its working practice is reviewed and that the school is able to replicate some of the strategies when the young person returns to its care;
- the school must maintain effective communication with Contact Success Ltd
- the school must agree exit strategies and targets for the young person, these to be determined in partnership with the staff of Contact Success Ltd;
- if the student has an Education Health & Care Plan (EHCP), the mainstream school retains responsibility for initiating and chairing the Annual Statement Review and must hold a review as part of the referral process.

The Parent/Carer:

The Parent/Carer Must;

- we request that their child goes to the provision regularly and on time.
- We request that you notify Contact Success of reasons for absence;
- maintain awareness of and supporting achievable targets for their child, this includes agreeing to work with relevant professionals;
- attend review meetings about the progress of their child;
- maintain good communication with Contact Success regarding changes in their child's behaviour, both positive and negative, and any significant events that may cause a change in the child's behaviour;
- Adhere to Contact Success policies and guidelines for behaviour;
- communicate with the provision and its staff in a respectful way;
- develop a positive working relationship with Contact Success by contacting us directly to share concerns (email or telephone) rather than using social media;
- comment only appropriately and constructively about Contact Success on social media, without naming members of staff;
- talk to their child about their day at the provision;
- make Contact Success aware of any concerns or problems that might affect the child's work or behaviour;
- contribute to the creation of achievable targets for the child.

Students with SEND

Before students with an Education & Health Care Plan (EHCP) start with Contact Success, they must be subject to an interim review by the referring agency (unless they are permanently excluded from a school). The purpose of the review will be to determine the changing needs of the pupil, inform the EHCP and determine an exit strategy. The Local Authority should agree to the change of provision, and it should be reflected in the EHCP.



Children in Care

For Children in Care, or students subject to multi agency involvement at Child in Need (CIN) or Child Protection (CP), referring schools, Contact Success staff, LA officers and other agencies involved must attend regular review meetings.

Exit Strategies

Contact Success will determine the exit strategy based on consultation with the referring agency or school, LA officer, pupil, parent/carer and the Directors and appropriate staff in the receiving establishment. It remains the ambition for the young person to be re-integrated after their initial agreed placement.

Attendance

Contact Success will inform schools/external agencies if a young person does not attend within 15 minutes of the scheduled time. This will be done via phone call and email. If Contact Success is given at least 48hours notice of a young person not attending this time will be banked. However, if less than 48 hours' notice is given the school/external agency will be invoiced.

Our aims

To prioritise the interests of all young people when considering admissions. Parents wishing their children to benefit from our provision should ask their local authority to name our provision in their child's EHCP. The number of staff assigned to each young person is to be agreed according to Contact Success organisation needs.

This policy will be reviewed in full by Contact Success Ltd on an annual basis. This policy was last reviewed and agreed by the Directors of Contact Success Ltd on 23rd October 2023. It is due for review on 23rd October 2024.

Signature

Director

Date: 23/10/23

Signature

Director

Date: