

# DevonPathways



## Admissions Policy and procedures

<b>Approved by:</b>	Chris Kenny	<b>Date:</b> 14/09/2022
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<b>Last reviewed on:</b>	17/11/2025
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<b>Next review due by:</b>	17/11/2026
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Review dates

01/09/23

21/10/2024



## Admissions Policy and Procedure

DevonPathways works across Devon with various referring bodies. The referring bodies may be mainstream academies and colleges, special schools and various departments within DCC. We work with students aged between 6 to 18.

DevonPathways works across Devon. We have a field farm and Forest school based in BroadWood Kelly, Winkleigh and a Hub in Venton Woods Winkleigh. Our work is also based in the community around the needs and interests of the young people that we work with.

## Placement Process

Students are referred to us for consultation by the referring bodies. In most cases, the students have undergone a statutory assessment by the Local Authority and have an Educational Health and Care Plan (EHCP).

- To be offered a place, the referring body and or EHCP must show an identified need that our provision believes we can meet. This will be discussed with the referring body on an initial phone call or email. DevonPathways will confirm that there is capacity to offer a place.
- A initial referral form will be sent to the referring body.
- Referring body to completed and returned to DevonPathways along with associated documents such as EHCP learning plans, passports. (This is not an exhaustive list)
- DevonPathways will consult these documents and return an offer summery form and costings sheets to the referring body.
- An agreed start date will be agreed, if DCC then an agreed IPA will be signed

If the referring body does not return the form in appropriate time the is no guarantee that any places or capacity will be reserved for the young person. Referring bodies should also forward any relevant supporting information that will support DevonPathways work with the young person. This may be IEP, passports or School Risk assessments.

- DevonPathways will be informed of SMART targets set by the referring body
- A DevonPathways representative (accompanied or completed by the assigned mentor where possible) will arrange an initial meeting with the parents/carers. At this meeting a young person's
- DevonPathways individual risk assessment will be completed for the young person. The young persons parent/carer will be required to agree to follow our guidelines of acceptable behaviour while in the care of our mentors. The young persons parent/carer will also be required to sign the activity, record keeping and photography consent forms. DevonPathways will provide parents with a welcome pack with important information.

## Equality of Offer

The admissions process for DevonPathways is consistent with our organisational values. All placements are reviewed individually, without discrimination, and all offers are based on our ability to meet the needs of the student. When it has been identified that we are unable to meet need at this time, this information will inform our school development plan.



