

P08 SKAPE Admissions Policy

SKAPE Alternative Provision Centre is an alternative provision for students, aged 11 - 19, who are disaffected with mainstream education. This includes students who are at risk of exclusion, have self-excluded themselves, as well as those who have been excluded from mainstream education. Referral is made through Schools/Academies or through the Local Authority.

Admission is based on the following 2 criteria:

1. Can SKAPE Alternative Education Provision Centre offer the learners suitable education and support?
2. Does the student present with behaviour, both social and learning, that enables them to be safely supported by current staffing levels?

Students who pose a significant safety risk to themselves or others are not able to be accepted at SKAPE.

REFERRAL PROCEDURE AND TARGETS

When a student is being referred to alternative provision, it is normal practice for the registered school to set up a meeting involving all relevant parties, including parents/carers and others as appropriate.

- A representative from the registered school will usually explain to the student and his / her / their parents / carers the reasons why the alternative provision is being offered.
- The student's parents / carers will sign the relevant alternative provision contract. Responsibilities for supporting the child and timescales for reviewing the contract must be agreed during the initial meeting.
- Any agreement around alternative provision for a student will be regularly reviewed. Timescales and responsibilities for reviewing the agreement will be agreed by the registered school, the SKAPE Centre and parents / carers.
- Once committed to alternative provision, students must attend and parents / carers must support this. Failure to do so will carry the same consequences as non-attendance at the registered school.
- Impact / success will be measured against targets agreed in the initial meeting and these will be regularly reviewed.
- The registered school is responsible for any travel costs incurred to enable a student to attend to SKAPE Alternative Provision, Darlington.

SEND and LAC Students

If alternative provision is being considered for a student with SEN or for a looked after child, then additional steps must be taken. SKAPE will follow all necessary protocol, such as attending annual reviews (SEN) and ensuring that attainment and progress data is made available, and all safeguarding measures will be followed closely, as always.

SKAPE's Involvement in the Application Process

1. Referral received and logged. Information gathered – application made.
2. Student /school contacted by phone/mail. Interview date arranged.

P08 SKAPE Admissions Policy

3. Interview (on-site) with student, support worker/mentor and parent/s/carers.
4. Further information gathering at interview.
5. Decision made at end of interview.

If suitable, start on Introduction Programme and six week trial.

If not suitable, refer back to School or Local Authority Admission Procedure.

Admission starts with an introduction program, discussed with the student and parents/carers. There then follows a six-week introductory period that acts as a time for assessment. This period can vary in length and intensity, depending on the student. For example, for many learners it is inappropriate to do formal testing because of their level of disaffection; for others their attendance may be the main issue. In the case where SKAPE is deemed as being unsuitable for a student, great care will be taken to help secure a more appropriate placement for the student, as well as help them and their parents/carers to understand the reasons why the student is not suitable. This cautious approach also aims to eliminate the need for exclusions from SKAPE.

Students who are referred to SKAPE alternative provision will remain on roll with their registered school. The registered school remains ultimately responsible for the student, but the placement in alternative provision shows a commitment by all involved to an inclusive approach to the student's education.

ONWARD REFERRAL

Students are referred onward before their leaving date if they present with learning or behavioural problems that are not suitable for SKAPE. This is a management decision, and the reasons are documented in the student file. In all circumstances, we will undertake to refer the student on to a more appropriate learning facility or back to the Exclusion Panel.

RISK ASSESSMENT

The chart featured below (Risk Assessment Pathway - which can feed into our Behaviour Support Plan) is used to assess risk at admission and is also used to determine behaviour and disruption levels during the day. If a student is troublesome, a monitoring process is established to assess the student, their behavioural triggers, effectiveness of guidance and risk to other students.

ADMISSIONS REGISTER

SKAPE maintains an Admissions register showing the student referred, the source of referral, year group and date of admission. Attendance is monitored every day and reported to referring schools/LA.

Risk Assessment Pathway

LEVEL	DESCRIPTION	EVIDENCE
1	• No/minor incidents in classroom or at other times • Excitable but controllable in class • Successful learner • Self-motivated	• Seldom or occasional reminders

P08 SKAPE Admissions Policy

2	• Classroom disruption and incidents between class • Minor and acceptable risk • Verbal/non-verbal aggression	• Frequent reminders • Removed from class/talked to in office/reception area at least once through the week • Incidence sheets • Classroom reports
3	• Refusal to work • Refusal to co-operate • Constant disturbance to class and own learning. • Verbal abuse to people on site • Significant safety risk from careless, reckless or aggressive behaviour	• Frequent removal from class • Frequent statements against • Frequently brought into office/reception area • Little/ no evidence of work in the class
4	• Definitive risk of aggression, bullying or antisocial behaviour threatening the safety of people on site	• Not suitable for onsite education

Attendance

- All professionals have a statutory responsibility to safeguard and promote the welfare of children and young people, and tracking and reporting attendance at alternative provision is an essential component in achieving this. Attendance will be closely monitored and every step should be taken to ensure that accurate attendance data is kept by SKAPE.
- SKAPE Alternative Provision, Darlington will inform the registered school whenever the student is absent.
- The registered school will then make contact with parents and try to resolve the issue to ensure regular attendance is achieved.
- The registered school will formally monitor attendance and update records and maintain contact on a weekly basis.
- Students whose attendance falls below the registered school's target will normally be subject to a number of interventions as set out in the school's own Attendance Policy.

Signed: *L. James*

Date: 29/08/2025

Print Name: L. James

Reviewed: Annually

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P08 SKAPE Admissions Policy

Date	Reason for Change	Approved By	Revision Number
10/08/23	Initial Policy	K Watson	01
21/08/24	Policy Review	K Watson	02
29/08/25	Policy Review	K. Watson	03