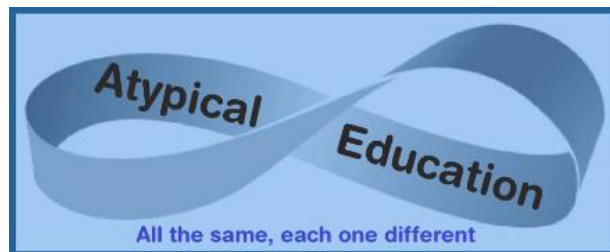


Admissions and Attendance Policy

Atypical Education



Approved by:	Emma Oxnam	Date: 1 st September 2022
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1. Aims

All children This policy aims to:

- › Explain how to apply for a place at Atypical Education
- › Set out the arrangements for allocating places

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- › [School Inspection Handbook 2022](#)
- › [Alternative Provision Statutory Guidance 2013](#)

3. How to apply

Any Local Authority, Academy Trust, School or Parent can refer an young person to Atypical Education. For applications you should use the referral form provided on the Atypical Education [website](#). The referral form requires core information, required services and area of needs and referrers desired outcomes.

In addition to this form, Parental Photo Permission and Transportation and Visits permission Forms are required, these can also be found on the link above.

Decisions on requests for admission will be made on the basis of the circumstances of each case and in the best interests of the young person concerned.

4. Allocation of places

Placements will be based on a first come first served basis until all places are full. If there are no spaces available at the time of your application, your child's name will be added to a waiting list. When a space becomes available, it will be filled by one of the pupils on the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest.

5. Attendance and Absence procedure

Schools will be informed of any absentees from the daily provision and a weekly report is emailed with attendance and session information.

If a young person is not contactable on a home visit then the following procedure will be followed;

- Door knock
- Wait 5 minutes
- Door knock and telephone call / text to young person
- Wait 10 minutes
- Door knock and telephone call / text to parent and young person
- Inform school of absence and or lack of contact

If continued absences are taking place then a meeting with parents and young person will be held to determine a course of action. This may involve the school or LA.

Please also see our Children Missing from Education Policy.

6. Staff Absence

In the event of Atypical Education staff absence then the school, young person and parent will be informed. If possible the session will be rearranged for an alternative time. If not then the session will be offset against following invoices.