



Swift Learning - Alternative Provision Admissions Policy

1. Purpose
2. Objectives
3. Eligibility for Admission
4. Admission Process
5. Prioritisation of Admissions
6. Appeals and Disputes
7. Transition and Induction
8. Withdrawal and Exclusion
9. Data Protection and Confidentiality
10. Review and Evaluation
11. Conclusion

1. Purpose

The purpose of this admissions policy is to ensure that the process for admitting students to Swift Learning (AP) is fair, transparent, and in line with local authority guidelines. Swift Learning AP provides education for students who may be unable to attend a mainstream school due to a range of personal, behavioural, or academic challenges.

2. Objectives

- Ensure a fair and transparent admissions process.
- Provide support and an appropriate educational environment for students who need alternative provision.
- Align the admissions process with the expectations and guidelines set by Coventry and Warwickshire Councils and local schools.
- Support the needs of vulnerable students and ensure they are placed in an environment where they can thrive.

3. Eligibility for Admission

Swift Learning is designed to support students who meet the following criteria:

- Students referred by Coventry and Warwickshire Councils: These students may be temporarily or permanently excluded from mainstream school, or they may require additional support due to emotional, behavioural, or mental health needs.
- Referrals from Local Schools: Students who are at risk of exclusion or are struggling to maintain full-time attendance at their current school may be referred for alternative provision.
- Age Group: Swift Learning is open to students aged 11-16 years, who are within the required age group for secondary education.
- Students with Special Educational Needs (SEN): Students with additional learning needs, who require a tailored learning environment, may be eligible for placement.
- Exclusions or Behavioural Issues: Students who have been excluded from mainstream schools due to behavioural challenges or other difficulties may be considered for admission.

4. Admission Process

Step 1: Referral

Referrals to Swift Learning can be made by Coventry and Warwickshire Councils, local schools, or other agencies involved in the student's care or education.

- Referral Form: Schools and councils may use their own learner information form for the referral process, or they can request to use Swift Learning application form if preferred.
- Required Information: Referrals must include all relevant background information, including:
 - Previous educational history
 - Behavioural issues
 - Safeguarding concerns
 - Medical or mental health support needs
 - Any additional factors that may affect the student's learning (e.g., attendance history, family circumstances, previous interventions, or support received)
- Detailed Information for Best Support: The initial learner application form must include as much detailed information as possible to ensure Swift Learning can provide the best possible support for the student. This includes any specific learning needs, behavioural concerns, or support strategies that have been tried in the past. The more comprehensive the information provided, the better Swift Learning can tailor the learning environment and interventions to the student's needs.
- Consent: Parents or carers must provide consent for the referral process and the sharing of any confidential information related to the student's needs. This consent ensures that relevant agencies, such as schools, councils, and healthcare providers, can work collaboratively to support the student.

Step 2: Assessment and Review

Once a referral is received, a member of Swift Learning staff, in collaboration with the referring school or council, will assess the suitability of the provision for the student.

This may involve a meeting with the student, their parents or carers, and the referring professional (e.g., school staff, social worker, or other relevant professionals).

If appropriate, Swift Learning may conduct additional assessments, including interviews or skills assessments, to understand the student's individual needs and requirements.

- Centre Visit: The school, local authority, parents/carers, and the student will be invited to visit Swift Learning to view the centre. During this visit, they will have the opportunity to ask any questions they may have and discuss the provision in detail. This ensures that all parties are confident that the setting is right for the student and that the support provided aligns with the student's needs.

Step 3: Decision and Placement

- Based on the assessment, Swift Learning will decide whether the student is suitable for admission. This decision will take into consideration:
 - The student's educational needs and whether Swift Learning can meet those needs.
 - The availability of resources and capacity at Swift Learning.
 - Any ongoing support or services the student may require.
- If the student is accepted, a placement will be offered, and an Individualised Education Plan (IEP) or Personalised Learning Plan (PLP) will be developed.

Step 4: Notification

- Parents or carers will be informed of the decision, and the placement will be confirmed in writing. A start date will also be provided, and a transition plan may be developed for the student to ensure a smooth entry into Swift Learning.

5. Prioritisation of Admissions

If Swift Learning receives more referrals than there are places available, priority will be given to:

- Students referred by local authorities who have been identified as needing urgent support.
- Students at risk of permanent exclusion or with significant behavioural or emotional difficulties.
- Students with complex needs, including those with special educational needs (SEN), mental health challenges, or in care.

6. Appeals and Disputes

If a parent or guardian disagrees with the decision to refuse admission, they have the right to appeal the decision. The process for appealing includes:

- Step 1: The parent or guardian should contact the Head of Alternative Provision (HAP) within 10 working days of the decision.
- Step 2: A meeting will be arranged to discuss the reasons for refusal and consider any new information or circumstances.
- Step 3: If no resolution is found, the case will be reviewed by an independent panel, which will make a final decision.

7. Transition and Induction

Once a student has been accepted to Swift Learning:

- **Induction Meeting:** An initial meeting will be scheduled with the student, parents/carers, and relevant staff to introduce the student to the learning environment, expectations, and support systems.
- **Transition Plan:** A tailored transition plan will be put in place to help the student integrate into the provision. This may include a phased introduction or a mentor system to ease the transition process.
- **Individual Learning Plan:** A personalised learning plan will be developed to address the student's unique needs and set clear academic and behavioural goals.

8. Withdrawal and Exclusion

If a student is no longer able to attend Swift Learning due to behavioural concerns, non-engagement, or other significant issues, the following process will be followed:

- **Step 1:** A review meeting will be held with the student, their parents, and relevant professionals to discuss the concerns.
- **Step 2:** If the situation cannot be resolved, the student may be withdrawn from Swift Learning, and alternative provisions or support may be explored.
- **Step 3:** The student's referring agency (local school or council) will be notified, and steps will be taken to identify the next appropriate placement for the student.

9. Data Protection and Confidentiality

All personal data collected during the admission process will be handled in compliance with data protection laws, including the General Data Protection Regulation (GDPR). This includes:

- Ensuring that personal information is stored securely and only accessed by authorised staff members.
- Sharing information with third parties (e.g., councils, schools) only when necessary and with the appropriate consent.

10. Review and Evaluation

This admissions policy will be reviewed annually to ensure that it is in line with local authority guidelines and best practices. The review will include feedback from parents, students, staff, and relevant agencies involved in the admissions process.

Policy Review Date: 01.09.2025

Next Review Date: 01.09.2026

11. Conclusion

Swift Learning is committed to providing students with a supportive and engaging learning environment. By ensuring a fair and transparent admissions process, we can ensure that students who need alternative provision are given the support they need to thrive.