



# **ADMISSIONS POLICY**

**Date Produced:** August 2023

**Review Date:** September 2024 **Next**

**Review Date:** September 2025



# Introduction

Our goal here at Empowering Futures is to get the full potential out of EVERY young adult who enters our in-class programme.

Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

Empowering Futures will provide education for pupils aged 11-18 years

old (Key Stage 3 & 4). These places will be on a part-time & full-time basis

– 5 days a week.

Empowering Futures Empowering Futures provides places for:

- Those who have been permanently excluded or who are at risk of permanent exclusion.
- For those that have struggled to fit into a mainstream education environment.
- Support schools with oversubscribed places
- Support students with an IEP

Our main aim is to get children back into mainstream education with a new outlook for their future.

# Referrals

We are happy to admit young people either at the beginning of the school year, or on a roll on, roll off basis throughout the year.

To acquire about a place at our provision, children must be referred by an educational establishment or local authority. Parents cannot refer their child to Empowering Futures directly.

All referrals should complete the Empowering Futures referral form and risk assessment. We also expect to receive a copy of the pupils' education record, safeguarding data and attendance data.

The point of contact for commissioners is via

email: [referrals@Empowering-Futures.co.uk](mailto:referrals@Empowering-Futures.co.uk)

Once a commissioner makes contact and completes relevant paperwork, it will be purchasing places at the school.

An SLA form will be sent which sets out the obligations of the school, the commissioning authority or school so that all parties are clear about what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance.

Once all paperwork is received, an admission meeting with the parents and child will be organised, this can be before or on their scheduled start date.

## **Induction Process**

After the admissions meeting, the pupil will be enrolled into the provision and at the end of the first week, we will have a 'pupil check-in' to see how they feel their time at the provision is going and give them the opportunity to express any concerns they may be feeling. We understand that going to a provision can be an adjustment for all involved because of this, we aim to make the transition as smooth as possible.

## **Admission**

Admissions are made on a "first come, first served" basis, although priority for places is given to those pupils who were with us during the previous year.

There are no formal selection criteria, however pupils must be working at an appropriate level that is able to access the course referred for.

Should Empowering Futures be unable to offer a placement, an offer to join the waiting list will be given.

## **Offer of Placement**

When Empowering Futures can offer a placement, an Individual SLA will be sent to the commissioner. If the commissioner fails to accept the place by the date set, it will be assumed that commissioner no longer wants the place, and the offer will be withdrawn.

## **The Admissions Register**

The provision will keep up-to-date admissions register of pupils in attendance at the school. The admissions register will be stored in line with the provision's data protection policy.

## **Complaints**

Any objections to this policy or its application should be raised with the Empowering Futures Provision Management Team via email: [admin@EmpoweringFutures.org](mailto:admin@EmpoweringFutures.org)

[Futureslearningprovision.org](https://futureslearningprovision.org)

## **Equal Opportunities**

Empowering Futures is committed to equal opportunities and admits pupils across the full spectrum of academic abilities. All pupils have equal access to the curriculum.