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## Admissions Policy

**Date of Policy: September 2018.**  
**Frequency of Review: Annually.**  
**Date of Next Review: July 2019.**

At Wize Up we aim to ensure that all young people are admitted to the school will thrive in an environment of high expectation, will be able to benefit from the rounded education provided and be happy within the school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, disability, race or religion.

At the point of admission to Wize Up it is made clear to all prospective young people and their parents that they are expected to co-operate with the teaching and support staff and to promote the greater good of the whole community. We also wish to establish a full partnership with parents in order to promote the interests of the young people. This partnership must be based upon mutual honesty and respect. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment, and any behavioural or disciplinary issues known to parents at the point of admission, and thereafter. This information is essential to assist with any interview or other pre-assessment screening.

We seek to offer places to those whom we believe can contribute positively to the Wize Up community, and whom we can educate and safeguard within our own teaching, and learning support structure.

We make direct contact with the previous school or educational establishment via the initial referral form received from them and ask for comments on academic progress to date, areas of improvement required and general behavioural standards.

Collectively, all this information allows Wize Up to be reasonably sure that it is the right school for each young person and to tailor our approach to meet the specific needs. The school wants to be able to educate and develop each young person to the best of their ability and to ensure that any prospective young person will be emotionally, socially and academically at

ease with their peers. In this way there is every chance that all young people will emerge at the end of their time at Wize Up having enjoyed the school and confident in their next steps.

All those joining the School must agree to abide by the code of conduct at Wize Up and to adhere to relevant school rules and policies.

## **Admissions procedure**

Most of our admissions are received directly from schools and Local Education Authorities (LEA) who will, providing there is space make a referral by filling out a referral form (appendix 1) and submitting this either via email or fax. We endeavour to make contact on the day the referral is received to arrange an induction with the young person and their parent/carer, schools and any other professional working with the family are welcome to accompany them to this appointment. Those referring should not that we intake all year round.

We are more than happy to have a telephone consultation with schools/LEA's prior to making a referral. We find that in most cases having a consultation before making the referral is extremely beneficial, not only as this helps to build a relationship with the referring body, it also provides us with the opportunity to obtain an in-depth background on the young person to enable us to identify areas to work towards.



Postcode:			
Home Tel:		Work Tel:	
Mobile:		Email:	

<b><u>Emergency Contact details</u></b>	
Name of contact:	
Relationship to young person:	
Address of emergency contact:	
Home:	Work:
Mobile:	Email:

<b><u>Medical information</u></b>	
Please advise if the young person suffers from any condition that may impact their placement here:	
Please state any medication the young person may be taking: Do they take this medication during school hours? <b>YES/NO</b>	

2) Length of placement:			
Start date:		End Date:	
Reason for referral:			
Previous exclusions? <b>YES/NO</b> If yes, please state the information below:			
	Reason for exclusion	Length of exclusion	Any further information
1)			
2)			
3)			
<b><u>Interventions with positive outcomes</u></b>		<b><u>Interventions with negative outcomes/strategies to avoid</u></b>	

PSP meeting details, i.e. dates, targets set and whether these have been met (if yes please could you attached the completed forms)
What support is currently providing, e.g. mentoring, counselling, other agencies involved

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**3) This section MUST be completed in full**

Traveller/Gypsy		Teenage Parent		Behaviour management issues
In public care		Bullying behaviour		Expresses racist/sexist/homophobic views
Child Protection issues		Victim of bullying		Has a disability
Caring responsibilities		Young offender		Literacy support needs
Refugee/Asylum seeker		Drug/substance involvement		History of truancy
At risk of Sexual exploitation		Involved or at risk of Gang involvement		Concerns about radicalisation
Victim of or concerns about possible FGM		<b>Victim/perpetrator of sexual abuse/violence</b> <i>(delete as appropriate)</i>		History of violence

Other, please state:

Educational Health Care Plan or Statement of Educational Needs? **YES/NO**  
If yes, please attach full details of the Plan/Statement assessment

Assessment grades in sub levels:

	English:	Maths:	Science:	ICT:	Other subject:
KS2					
KS3					
KS4					

If Year 10/11, please provide GCSE options and coursework where applicable when sending the referral over

Does this young person have a risk assessment? **YES/NO** *(if yes please attach to the referral)*

If so, please call to discuss in advance and provide brief details below:

**4) History and family situation**

Has this young person or their family previously been known to social services? If so please state date of involvement and reasons for involvement

Parent/school relationship (please circle the relevant information)

Positive engage	Room for improvement	Difficult to engage	Does not
<p>Are there any current issues with attendance? <b>YES/NO</b>          Have they been referred to AAS now or in the past, if so please provide details relating to involvement?</p>			
<p>Is there a history of substance misuse in the immediate family? if yes please provide information</p>			

5) What do you hope to achieve through this referral?

Please advise what the young persons long term educational and career plans are (i.e. what they are planning to do when they leave school and what career they are wanting to pursue):

Any additional information which you may feel relevant to this referral:

<b>Please ensure that the following information is attached to this referral where relevant</b>					
Academic reports	Most recent attendance certificate	Behaviour reports	Medical information	Copy of the most recent EHCP	Young person risk assessment
Last CP/TAC/CIN meeting minutes	PEP, ILP or IEP	Assessments conducted within the last 18 months i.e. Speech and language, Educational Psychology reports			
<b>Signed</b>		<b>Designation</b>			<b>Date:</b>