



# **ADMISSIONS & REFERRALS POLICY**

<b>Last Reviewed</b>	<b>August 2024</b>
<b>Reviewed by</b>	<b>Naomi Fearon</b>
<b>Reviewed by Governors:</b>	
<b>Governor Names:</b>	
<b>Next Review</b>	<b>August 2025</b>

## ADMISSIONS POLICY

### 1. OVERVIEW

**The aim of Take 1 is to *'To promote social inclusion for the public benefit, by working with people in Nottingham who are socially excluded, to relieve the needs of such people and assist them to integrate into society, in particular by the provision of education; training and support.'***

Our alternative education provision is aimed at young people aged 14-16 who are not able to engage in mainstream education.

Admission to Take 1 will be through the referral process outlined in this policy. Referrals can be made at any time throughout the year.

#### **Number of places available**

The school will provide places for up to 25 hours of education per week per place. A maximum of 25 students will be on roll at Take 1 at any one time.

#### **Pupils supported by Take 1**

The school will specialise in providing places for:

- Those excluded from mainstream education
- Those students with mild to moderate social emotional and mental health concerns
- Those requiring mild to moderate behaviour support
- Those with mild medical conditions preventing them from attending mainstream schools
- Pupils returning to the city with no school place

#### **Equal Opportunities**

Take 1 is committed to equal opportunities and admits pupils across the full spectrum of academic abilities.

Based on admissions criteria Take 1 will deliver an education that:

- Meets individual requirements - therefore is based on assessed needs;
- Prioritises academic attainment with a specific emphasis on behaviour interventions and therapeutic support; and which,
- Focuses on multiple progression pathways – including reintegration back into mainstream as a priority up until Year 10, employability, enterprise and further education for key stage 4 pupils.

## **2. Referral/Admission arrangements**

To acquire a place at Take 1 Studios a young person must be referred by the local authority or an education establishment (commissioners).

Commissioners can email [referrals@take1studios.co.uk](mailto:referrals@take1studios.co.uk) to make an initial enquiry about a referral, or call 01159708982.

### **Point of contact**

The point of contact for commissioners is: Roshell McFarlane

Role: Office Manager

Take 1 Studios, Gregory Boulevard, Nottingham, NG7 6BE

Tel: 0115 9708982

Email for referrals: [referrals@take1studios.co.uk](mailto:referrals@take1studios.co.uk)

### **Local Authority Commissioners**

The local authority will purchase places at the school. The service level and contract agreement (including price per place) will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification.

The specification will set out the obligations of the school, the commissioning authority and the child's host 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.

The contract monitoring review process will be on a six weekly basis in agreement with the commissioner. The school will collate demographic outcome data gathered in relation to the students' needs, attendance, academic performance and behavior issues within the school. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

### **School and academy commissioners**

Take 1 will also provide similar contacting procedures for individual schools and academies that wish to commission places.

### **Cost**

Each placement is charged at a rate starting from £150 per day plus the cost of free school meals for those who qualify.

## **Offers**

When accepting a referral, Take 1 will write to the commissioner to formally accept the referral, including financial requirements, the support to be offered, a start date within 6 days of receiving the referral and a date by which the offer should be accepted and the address to which to respond.

Please note that formal offers are only made following a successful trial period of 6 weeks.

### **Trial periods**

Take 1 reserves the right to offer trial placements before formally offering a place. During this time we will be monitoring several key aspects of the pupils experience at Take 1. This will include:

- Attendance
- Behaviour
- Interaction with peers
- Interaction with staff members
- Engagement in lessons.
- Safeguarding concerns

### **Procedure following an offer**

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that the commissioner no longer requires the place and the offer will be withdrawn.

Children with a statement of special educational needs or an education health and care plan (EHCP) naming Take 1 will always be admitted.

### **3. Oversubscription criteria**

If the school has more referrals than places (oversubscribed) and after the admission of children with an EHCP naming the school, priority will then be given to referrals in the following order:

- Referrals from a local authority
- Looked after children and previously looked after children
- Students who live closest to Take 1 (as measured in a direct line from the front door of the student's home to the main gate of the school). Tie breaks will prioritise those students living furthest from the nearest alternative AP or PRU school (in line with Nottingham City Council's policy).

### **4. Pupil registration and information sharing**

Where students are on the roll of another school or attend for a short period of time (fixed period exclusions/a school education a child off-site/reason of illness/any other reason) the student will be dual registered at their current school and Take 1.

Where students are not on the roll of another school (permanent exclusions/any other reason) they will be registered at Take 1. We will work with the commissioner, the student and their carers, and others as appropriate to identify the best school for re-integration where appropriate.

### **Induction process**

On day one, the young person will be shown around the school facilities by a senior member of staff. Over the first two weeks, the young person will also be supported through baseline assessments and a named member of staff will support them to ensure they settle into the environment and timetable.

We provide clear direction as to mealtimes, use of mobile phones, dress code and other day to day policies that will guide a young person through their time at the school.

Ongoing support will be provided at the appropriate level based on the social skills of the young person and their ability to integrate.

### **Refusal:**

**Take 1 will only refuse a place on the following grounds:**

1. The School is full and therefore there are no available places
2. There is insufficient funds available to fund a place for the young person's needs
3. The young person's needs are unable to be met by Take 1.

Should Take 1 be unable to accept a referral this will be communicated in writing to the commissioner in the first instance. This will be done within 6 days of receiving the referral. Take 1 may also make recommendations for alternative schools or academies that could support

### **Objections and complaints procedure**

#### **Appeals**

Should a commissioner or parent wish to appeal a decision not to accept a referral, appeals must be made in writing to:

Chair of Governors  
Take 1 Studios, Gregory Boulevard, Nottingham, NG7 6BE  
Chairofgovernors@take1studios.co.uk

#### **Complaints**

Any objections to this policy or its application should be raised with Take 1 through its normal complaints process that can be found on [www.take1studios.co.uk](http://www.take1studios.co.uk).

### **Review**

This policy will be reviewed annually and any amended policy for the following September will be published on the school's website before the end of the preceding September. The policy will remain on the website throughout the school year.