

Isle Study Centre – Admissions, Attendance and Exclusion Policy and Procedure

Reviewed: September 2024

Next Review: September 2025

This report also includes:

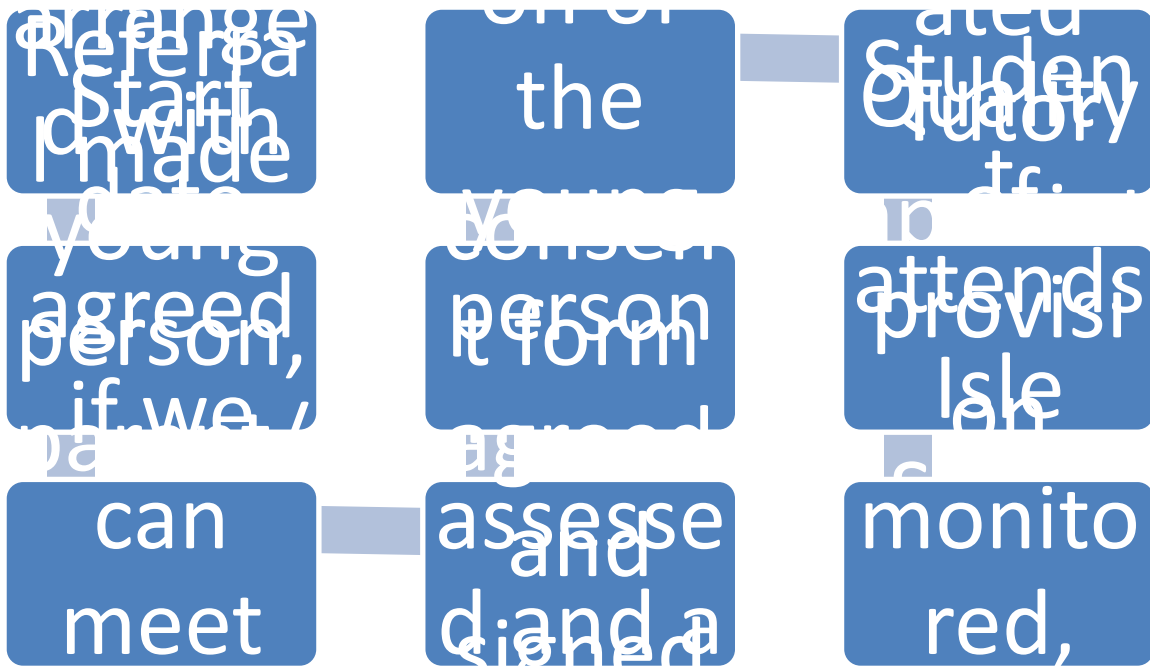
- Student Referral Form
- Student Information Form
- Student Survey Form
- Parent/Carer Survey Form

Admissions Procedure:

Isle Study Centre admits disaffected young people whose needs we can meet, and they are admitted as follows (all forms mentioned are within this document)

- A **referral form** is completed by mainstream school/academy/Local Authority.
- An **interview** is arranged with the young person at the centre with professional/s, parent/carer.
- If we feel we can support the young person a **start date** will be agreed. If we feel that we cannot, we will refer the young person back to school/LA with a full explanation of why we have had to decline.
- In conjunction with the young person, mainstream school, and their parent/carer an individual **Learning plan** is agreed.
- Admission of the young person is recorded on our **Admissions register**.
- On the young person's start date, they will complete an **Induction** agreeing to abide by our safe working practices and **Student Code of Conduct** and they will be appointed a Designated Tutor.
- **Baseline Assessment and Progress** - Base Line data will be requested from the school and in addition the young person will complete our Base Line assessments at the start of their placement for us to ascertain their academic ability and any welfare needs or issues. The results of this will feed into their Learning Plan for ongoing monitoring.
- The quality of our provision is monitored by way of regular communication and parent/carer and student **satisfaction surveys** as well as meetings to hear the Students' Voice
- The provision offered is **monitored daily** by informal discussion, via WhatsApp and regular Team meetings.

Admissions Procedure:

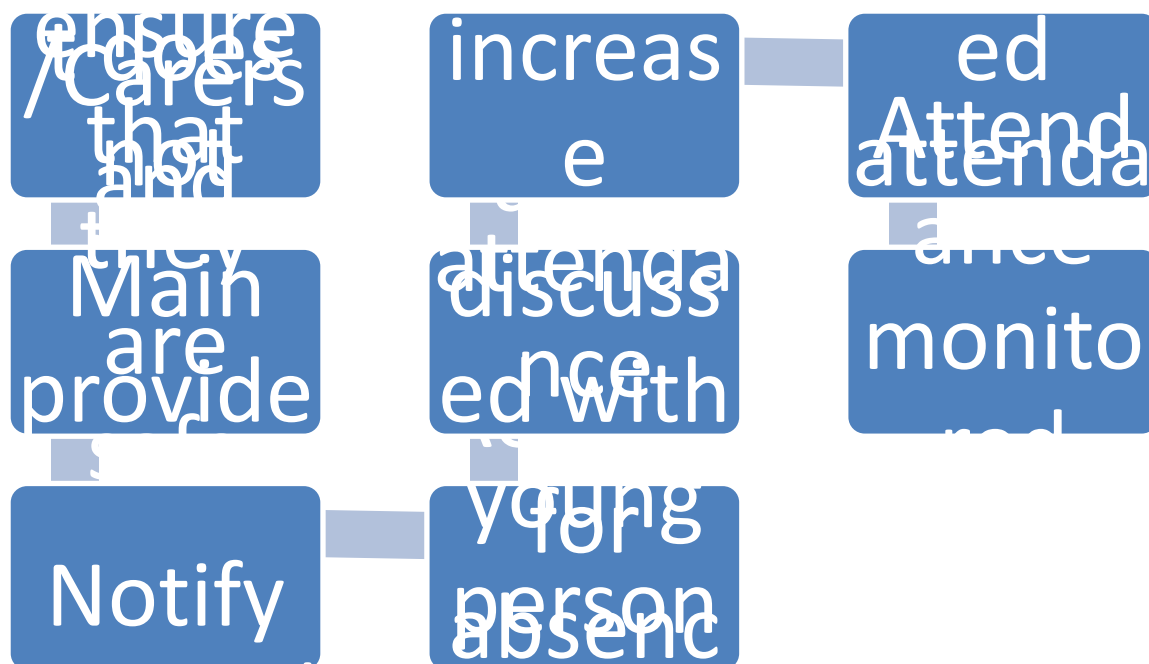


Attendance Policy:

It is our aim to maximise the attendance and punctuality of our young people. We seek excellent levels of attendance, and this is our indicator that we are engaging well with the young person. Attendance is supported and monitored daily.

If a young person fails to attend, we will contact their parents/carers and school by 9:30am to find out the reason for their absence. No young person is permitted to leave the site until the end of the day. Should they decide to abscond we will follow our procedures. If it is not possible to account for their whereabouts and they become missing, we would refer this accordingly, i.e. contact parent/carers, school, council officer and if necessary, the Police.

Procedure for monitoring attendance:



Exclusion Policy:

Our approach aims to eliminate the need for exclusion as it is an extreme sanction. We would only exclude a young person if allowing them to remain would cause serious harm to the education or welfare of another. Young people will only be excluded for:

- Arson
- Sexual assault
- Carrying an offensive weapon
- Physical abuse/attack on another person

Student Referral Form:

All sections must be completed. Please answer all questions with details below or non-applicable (n/a). This information is required to enable staff to be fully informed and act in the best interests of all students of Isle Study Centre.

GENERAL INFORMATION:

Name: _____ DOB: _____

Address: _____

Telephone number: _____

School: _____

MEDICAL INFORMATION:

Please give details of any medical conditions: _____

If the young person has any allergies or is allergic to any medication please supply details:

If the young person has had any recent illness, accident/ injury which we should be aware of please provide details: _____

Name and contact number of GP surgery: _____

If you feel that further detail or discussion is required, please speak to us.

EMERGENCY CONTACT:

Name of Parent/Carer: _____

Address (if different): _____

Telephone number: _____

Alternative contact should parent/carer not be available: _____

Relationship to young person: _____

DIETARY INFORMATION:

If the young person has any essential dietary requirements please supply details:

Student Information Form: (to be completed by Parent/Carer with staff)

Reason for referral:	
Academic ability. Does the student have any special learning needs? If so, please provide an explanation:	
Please describe the young person's background; e.g.: behaviour, school history and any other relevant information needed:	
Do you have any concerns such as: <ul style="list-style-type: none"> • Drugs/alcohol • Self-harming • Violence • Relationships • Police involvement 	
Please provide any further information you feel it is important for us to consider:	

DECLARATION:

I understand that all reasonable care will be taken of the young person during their placement at Isle Study Centre and that he/she is under an obligation to follow all directions and instructions given and observe all rules and regulations governing the placement and activities.

I understand that if the young person is a cause of danger to him/herself or to others, then he/she may be sent home early. In such a situation yourself, parent/carer and the school will also be notified.

I understand that the centre is insured but they cannot be held responsible for any loss or damage to the young person's property, it is their responsibility to look after their own possessions. All visits are covered by public liability insurance and full details can be provided on request.

I agree to the young person receiving medical care if required. This would include first aid and any emergency dental, medical or surgical treatment as considered necessary by the medical authorities present in the best interest of the young person.

I give permission for the young person to be photographed for sending to schools/submitting to awarding bodies.

If you do not give permission for photos to be taken, please tick this box

I agree to this young person taking part in all outdoor activities, group work, one to one support and car travel on visits and trips.

I agree that I have advised the young person of the need to work safely and follow instructions when working with animals.

I give consent to the young person to take part in this placement.

I give consent for any information needed to be kept securely by the centre.

If you wish to discuss any of the contents of this form please contact us.

Full name of parent/carer: _____

Signed: _____

Date: _____

Student Survey Form:

Student Name: _____

Date: _____

<i>Please tick relevant box</i>	Question	Strongly agree	Agree	Disagree	Strongly disagree	Unsure
1	I like attending the centre					
2	I have settled in well					
3	I feel safe at the centre					
4	I believe pupils behave well at the centre					
5	I am not bullied					
6	I believe if bullying or harassment occurs, the centre will deal with it					
7	I believe the quality of teaching is good					
8	I have good educational experiences					
9	I believe staff have high expectations of me					
10	I believe I am making progress					
11	I believe staff treat all young people fairly and with respect					
12	I believe support is provided when I need it					
13	The centre seeks my views					
14	If there is a problem, the centre deals with them promptly and					

	appropriately					
15	I believe the centre is well run and managed					
16	I believe the centre prepares me for moving onto to the next step					

We would welcome further comments:

Parent/Carer Survey Form:

Student Name: _____

Parent/Carer Name: _____

Date: _____

<i>Please tick relevant box</i>	Question	Strongly agree	Agree	Disagree	Strongly disagree	Unsure
1	My young person likes attending the centre					
2	My young person settled in well					
3	I believe my young person is safe at the centre					
4	I believe pupils behave well at the centre					
5	My young person is not bullied					
6	I believe if bullying or harassment occurs, the centre will deal with it					
7	I believe the quality of teaching is good					
8	I believe my young person has good educational experiences					
9	I believe staff have high expectations of my child					
10	I believe my young person is making progress					
11	I believe staff treat all young people fairly and with respect					
12	I believe support is provided to my young person when needed					
13	I believe the centre keeps me informed about my young person's progress					
14	The centre seeks my views as a parent/carers					

	and considers my viewpoint					
15	If there is a problem, the centre deals with them promptly and appropriately					
16	I believe the centre is well run and managed					
17	I believe the centre prepares my young person well for moving onto to the next step					
We would welcome further comments:						
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