



# CHESHIRE ALTERNATIVE PROVISION SCHOOL

## Admissions Policy

Person/s Responsible	Lana Wild
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### Admissions Policy

Cheshire Alternative Provision School is an alternative provision for students, aged 11 - 16, who are disaffected with mainstream education. This includes students who are at risk of exclusion, have self-excluded themselves, as well as those who have been excluded from mainstream education.

Referral is made through Schools/Academies or through the LA Fair Access Panel.

### Admission is based on the following 2 criteria:

1. Can CAPS offer the learners suitable education and support?
2. Does the student present with behaviour, both social and learning, that enables them to be safely supported by current staffing levels?

**Students who pose a significant safety risk to themselves or others are not able to be accepted at CAPS.**

### REFERRAL PROCEDURE AND TARGETS

1. Referral received and logged. Information gathered – application made.
2. Student contacted by phone/mail.
3. Interview (on-site) with student, support worker/mentor and parent/s/carers.
4. Further information gathering at interview.
5. Decision made at end of interview.
  - If suitable, start on Introduction Programme and six week trial.
  - If not suitable, refer back to School or LA.

### ADMISSION PROCEDURE

Admission starts with an introduction program, discussed with the student and parents/carers. There then follows a six week introductory period that acts as a time for assessment. This period can vary in length and intensity, depending on the student. For example, for learners it is inappropriate to do formal testing straight away because of their level of disaffection; for others their attendance may be the main issue.

In the case of being unsuitable for a student we will try our utmost to secure a more appropriate placement for the student, as well as help them and their parents/carers to understand the reasons why the student is not suitable.

**This cautious approach also aims to eliminate the need for exclusions from Cheshire Alternative Provision School.**



## ONWARD REFERRAL

Students are referred onward before their leaving date if they present with learning or behavioural problems that are not suitable for CAPS. This is an SLT decision and the reasons are documented in the student file. In all circumstances we will undertake to refer the student on to a more appropriate learning facility or back to the Exclusion Panel.

## RISK ASSESSMENT

The following chart (part of our Behaviour Support Plan) is used to assess risk at admission and is also used to determine behaviour and disruption levels during the day. If a student is troublesome a monitoring process is established to assess the student, their behavioural triggers, effectiveness of guidance and risk to other students.

## ADMISSIONS REGISTER

CAPS maintains an Admissions register showing the student referred, the source of referral, year group and date of admission. Attendance is monitored every day and reported to referring schools/LA.

LEVEL	DESCRIPTION	EVIDENCE
1	<ul style="list-style-type: none"><li>• No/minor incidents in classroom or at other times</li><li>• Excitable but controllable in class</li><li>• Successful learner</li><li>• Self-motivated</li></ul>	<ul style="list-style-type: none"><li>• Seldom or occasional reminders</li></ul>
2	<ul style="list-style-type: none"><li>• Classroom disruption and incidents between class</li><li>• Minor and acceptable risk</li><li>• Verbal/non-verbal aggression</li></ul>	<ul style="list-style-type: none"><li>• Frequent reminders</li><li>• Removed from class/talked to in office at least once through the week</li><li>• Incidence sheets</li><li>• Classroom reports</li></ul>
3	<ul style="list-style-type: none"><li>• Refusal to work</li><li>• Refusal to co-operate</li><li>• Constant disturbance to class and own learning.</li><li>• Verbal abuse to people on site</li><li>• Significant safety risk from careless, reckless or aggressive behaviour</li></ul>	<ul style="list-style-type: none"><li>• Frequent removal from class</li><li>• Frequent statements against</li><li>• Frequent brought into office</li><li>• Little/ no evidence work in the class</li></ul>
4	<ul style="list-style-type: none"><li>• Definitive risk of aggression, bullying or antisocial behaviour threatening the safety of people on site</li></ul>	<ul style="list-style-type: none"><li>• Not suitable for onsite education</li></ul>