



## SILS Admissions Policy



**SILS Vision** is to provide a learning environment where students are inspired to develop into confident, resilient and responsible young adults

### **Purpose of the protocol:**

- to provide clarity on admissions and promote effective partnerships for the benefit of pupils and families
- to clarify responsibilities of key staff and ensure that appropriate safeguards are in place for students,
- to support the achievement of the LAs statutory duty of providing full time education by day 6 of a permanent exclusion

### **Introduction:**

SILS is an 11-16 maintained Pupil Referral Unit, providing education to young people who are out of school for a variety of reasons, on two sites across Southwark.

SILS admissions cover Southwark LA referrals known as **commissioned places** which may include:

- Secondary aged pupils who have been permanently excluded from schools
- Pupils whom the LA wishes to 'manage move or transfer' from their current school
- Secondary aged pupils who are hard to place or do not have a school place (previously classed as EOTAS)

In addition, the admission protocol also covers pupils outside of LA commissioning, but are referred to SILS for short periods as either:

- Dual placements agreements with individual mainstream schools, or for
- Day 6 time limited placement, from day 6 of a fixed term exclusion

As pupils referred to day 6 usually spend limited time in SILS, they do not feature on the SILS roll. Those referred as dual placements are registered on SILS roll as "S- subsidiary" with the mainstream schools holding main registration and responsibilities.

### **Protocol – procedure for admissions**

- All referrals under the LA commissioned places are directed to the Headteacher at SILS by named LA officer (Inclusion, virtual school or school admissions)
- On receipt of referral, HT will notify SILS Student Services Team (SST): Director of Student Services, Inclusion Officer and SAO within 24 hours.
- Student records and details to be noted on schools admissions register (not SIMS) by SAO

- Arrangements will be made for interview within 48 hours of referral receipt (by SST - Director of Student Services)
- In all cases efforts will be made to get students to commence induction within one week of referral
- Education welfare officer, attendance officer and safer schools officers to be informed of all new referrals (by SST)
- If the 1<sup>st</sup> appointment is not kept, 2<sup>nd</sup> and 3<sup>rd</sup> appointments will be offered and EWO informed
- If 3<sup>rd</sup> appointment is not kept, EWO will be informed and referral will be returned to the LA, who will assume responsibility for engaging the family
- Dynamic risk assessments will be undertaken in consultation with safer schools officer and YOS education lead for all new admissions
- In exceptional circumstances, where there are significant safeguarding concerns, HT may return a referral to the LA, with a request for alternative placement to be considered.
- Students with EHCP, Statements or significant additional needs may be referred back to the LA with request for the SEN team to source placement in an appropriate specialist setting
- Students previously on roll may also be referred back to the LA where or if they pose serious risk to other young people or members of the school community.
- **Induction:** a comprehensive assessment of abilities, skills and needs will be undertaken following interview (over 2/ 3 days)
- **A weekly update** on admissions is provided to LA officers (by SST)
- New students are admitted for an **initial 2 week induction** – trial placement; with a progress meeting held with parents at the end of the two week period.
- Student details are recorded on temporary admissions register during the two week induction period. Records will only be transferred to SIMS on successful completion of induction
- Successful completion of two week induction will be determined by
  - 90%+ attendance
  - Excellent punctuality
  - Full engagement with learning and interventions
- A student's start date is the first day of induction, following interview; and student details are transferred onto formal school roll (SIMS) on successful completion of 2 week trial

**The protocol for dual placement admissions** is similar to above; however the responsibility for liaison with parents remains with the mainstream school (the referring organisation).

Although day 6 admissions fall outside of the above arrangements, effective communication with schools and parents is essential for a seamless placement and settlement of pupils in day 6.

### Key staff and responsibilities:

- **HT – overall responsibility** for admissions, including receipt of all referrals for commissioned places
- **Director of Student Services** as lead manager for student services – manages or directs interviews and first contact with parents
- **Inclusion officer** – supports Director of Student Services with effective organisation of interviews, communications with parents, staff and agencies
- **Senior admin officer (SAO)** – oversees / manages admissions register, students details, official school roll including SIMS
- **Education welfare officer** – supports / ensures smooth admission / transition; chases up reluctant unwilling disengaged students / families
- **Attendance & welfare officer** – first line of support during trial placement, encouraging regular attendance, supporting induction assessments, etc.
- **Safer schools officer and YOS Education lead** – contributes to dynamic risk assessments, informal introduction as part of induction,
- **Learning mentor (s)** – oversees induction assessments and process, produces student summary,
- **Manager in charge day 6** – admissions to day 6, liaison and communication with schools, HT and other key staff

### Monitoring

The effectiveness of the admissions protocol will be monitored at regular intervals, at least half termly by the Headteacher in consultation with the Director of Student Services and performance reported termly to the management committee.

First presented to management committee: March 2016

**Latest review** January 2022

## Appendix 1

| Steps | Actions   | Timescales from receipt of referral  |
|-------|---|--|
| 1.    | Referral notification from Southwark LA (or mainstream schools for dual placements) sent to SILS HT   |  |
| 2.    | Referral forwarded to SILS student services team for processing   | 24 hours   |
| 3.    | Details of new referrals - students awaiting interview written on staff room notice board at KS3 and KS4  | 48 hours   |
| 4.    | Dynamic risk assessments undertaken on all new referrals in consultation with YOS and safer schools officers  |  |
| 5.    | Referrals returned or forwarded to LA Virtual School or SEN, where students needs cannot be met at SILS, following assessment of documentation and / or interview | Documentation: 2 – 3 days; or<br>after interview: 3-7 days                       |
| 6.    | Student services contact parents to arrange interview<br>For dual placements, the referring school must attend interview  | 2 days   |
| 7.    | Interview appointments confirmed by letter.<br>2 <sup>nd</sup> appointment offered if no show to first  | 5 days   |
| 8.    | If no show on 2 <sup>nd</sup> appointment, CAF to Early help and EWO completed, and 3 <sup>rd</sup> appointment offered   | Within 10 days   |
| 9.    | If family fails to attend 3 <sup>rd</sup> interview or declines place at SILS the <b>referral is returned to LA – school admissions or EHS.</b>                   | By day 10  |
| 10.   | Referral documentation and interview records passed to SILS SAO who will enrol students on SIMS   | On completion of interview   |
| 11.   | New student files created by admin office   |  |
| 12.   | For KS4 students, interview records will be forwarded – scanned across to Porlock hall once a week, Friday afternoon  |  |
| 13.   | New student induction assessments takes place on KS3 – Weds to Fri; KS4 – Thurs & Fri   |  |
| 14.   | Induction assessments analysed, summaries produced and shared with staff (by LM)  | Summaries to be produced max. two days after completion of induction assessments |
| 15.   | Verbal update on new students provided in staff briefing Fri afternoon or Monday morning  |  |
| 16.   | Arrangements will be made for new students at KS4 and their parents to meet with Head of School on their first Monday morning                                     |  |
| 17.   | Update of progress on all referrals will be circulated to key professionals weekly, preferably at the end of each week  | Weekly<br>by inclusion officer   |