



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) and Senior Admin Officer (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 Student Services Team)
- 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 1st appointment is not kept, 2nd and 3rd appointments will be offered and EWO informed
- If 3rd 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 YJS 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 EHCPs or significant additional needs may be referred back to the LA with request for the SEND 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 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
- **Assistant Headteacher Student Services** as lead manager for student services – manages and directs interviews and first contact with parents
- **Inclusion officer** – supports Assistant Headteacher 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 YJS Education lead** – contributes to dynamic risk assessments, informal introduction as part of induction,
- **Learning mentor (s)** – oversees induction assessments and 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 by the Headteacher in consultation with the Student Services lead. The effectiveness of the process will be reported to the management committee and the local authority on a termly basis.

First presented to management committee: March 2016

Latest review **September 2023**

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 YJS and safer schools' officers	
5.	Referrals returned or forwarded to LA Alternative Provision or SEN, where students need cannot be met at SILS, following assessment of documentation and / or interview	Documentation: 2 – 3 days; or after interview: 3-7 days
6.	Student services contact parents to arrange interview For dual placements, the referring school must attend interview	2 days
7.	Interview appointments confirmed by letter. 2 nd appointment offered if no show to first	5 days
8.	If no show on 2 nd appointment, a referral will be forwarded to Family Early Help and EWO, and 3 rd appointment offered	Within 10 days
9.	If family fails to attend 3 rd interview or declines place at SILS the referral is returned to LA – school admissions or FEH	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 take 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 by inclusion officer