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Trafford Alternative Education Provision

Admissions Policy

[2023]



Trafford Alternative Education Provision



Our Mission Statement:

Trafford Alternative Education Provision is committed to providing....

A 21st Century education that promotes the academic, emotional, and social development of our students. Our aim is to create a holistic, nurturing, and inspiring environment where students are supported and encouraged to take charge of their lives, their learning, and their decisions. Every student will have an understanding of their personal journey, challenges, and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools, and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development, and by frequently reviewing, debating, and developing the curriculum.



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Policy Title:	Admissions Policy		
Last Reviewed & Updated:	August 2023	Due for Review:	August 2024

Document control

Version control/History

Name	Description	Date
Linda Thompson	Version 2 Lead teachers THS/TMES added	August 2022

Approvals

Name	Position	Date

Links to

Policy
<ul style="list-style-type: none">• Safeguarding• Equal Opportunities

Trafford Local Authority currently commissions Trafford Alternative Education Provision TAEP 32 places across years 7-11 and Trafford Medical Education Provision 28 FT equivalent places to meet this duty

Local authorities are responsible for arranging suitable full-time education for permanently excluded students, and for other students who – because of illness or other reasons – would not receive suitable education without such provision.

Full-time provision must be made unless the student's health (mental or physical) means that full-time education would not be in his or her best interests. This applies to all children of compulsory school age resident in the local authority area, whether or not they are on the roll of a school, and whatever type of school they attend.

Full-time education for excluded students must begin no later than the sixth day of the exclusion. (Section 19 of the Education Act 1996, as amended by Section 3 of the Children, Schools and Families Act 2010)

Trafford Alternative Education Provision incorporates. Trafford High School and Trafford Medical Education Service

- Trafford High School (THS) caters for: CME, STEP OUT (at risk of exclusion), and permanently excluded students
- Trafford Medical Education Service (TMES) caters for students who have been prevented from attending their mainstream school as a result of medical needs. These may be physical, emotional, or psychological. Students remain on the roll of their mainstream school and become dual registered with the service.

In March 2020 TMES and THS collocated to a fully furnished and refurbished site. TAEP registered as a new Pupil Referral Unit in July 2021. We operate as two discrete schools. TAEP provides on-site education for students aged 11- 16 and (TMES) home tuition for all students of school age from reception through to Year 11.

Our aim is to minimise the long-term effects of disruptions to a child's education by giving them the opportunities to engage in learning and acquire the necessary skills for the next stage in their life journey. TAEP has a fluid intake and admissions take place throughout the year

1. Trafford Medical Education Service



Trafford Medical Education Service

Admissions Criteria

Medical Education - Trafford children who cannot attend school for health reasons

Trafford has a duty to arrange education for children of **compulsory school age** who cannot attend school for health reasons. A referral is usually made when a child has missed 15 days of schooling and is under the care of a Medical Consultant who will confirm if the child is not able to access their education in the usual manner. Sometimes a child will be referred before 15 days have elapsed - for example in the case of planned surgery. The 15 days isn't always consecutive and some children may have a recurring illness that requires a different approach during episodes of illness.

Referrals can only be made by the child's school, the Elective Home Education Officer, or the Children Missing Education Officer and must have parental consent for information to be shared.

A referral should be accompanied by

1. The child's Individual Healthcare Plan
2. Attendance certificate (if on roll at a school)
3. Relevant information from the Consultant
4. Medical Education Coversheet

Complete referrals should be e-mailed to medical.education@trafford.gov.uk.

Referrals should arrive by the first Tuesday of the month to ensure that they can be considered at the next Panel meeting. N.b. Panel does not meet in August.

As each case is considered on its own merits, a Panel of education, health, and social care professionals meets monthly during term time to consider appropriate advice, guidance, and support for cases that may sit just outside the above criteria. The Panel also advise all students who are ready to exit any specialist provision and transition back into school. The Schools Medical Officer sitting on the Panel may be called upon where medical reasons are believed to be valid, but the Consultant agreement is not available.

Trafford Alternative Education Provision (TAEP) is commissioned to deliver on-site education or Home Tuition as appropriate for students who can't attend school for health reasons. Students are Dual registered, with their current school coded as Main (M) on the admissions register, and Trafford Alternative Education Provision coded as Subsidiary (S). Schools and parents/carers should contact TAEP regarding students who are registered with TAEP.

Our priority is for the well-being of the student. Removing students from their peer support and familiar environment can sometimes impact negatively on outcomes and, once in a small environment, some students find it very hard to transition back to mainstream education. The panel will consider carefully whether removing a child from school for a short period is the best option for the child, or whether there are other sources of support that may enable the student to continue their education with adjustments. There are many factors involved, including the nature of the illness and the age of the child.

The Pandemic has meant that Home Tuition has to be paused, but the implementation of Remote Learning has meant that most students have been able to continue their education with their school and have not needed to be referred to TAEP. We hope that this will open up more flexible solutions when the Pandemic is over.

There will always be a small number of students, where the nature of their illness will mean that they will need a short time away from their school as they start to recover or will need TAEP support to put a Blended Package of education in place to support the student.

Where a student doesn't meet the criteria for medical education provision, or where there is a more suitable existing pathway, the referrer will be informed and advice, guidance or links to other agencies may be given.

The Virtual Mental Wealth Hub and the SEND Local Offer may both be useful sources of advice.

Who to contact **E-mail** medical.education@trafford.gov.uk

2. Trafford High School



Trafford High School

Admissions Criteria:

- **Permanently Excluded**

Trafford residents who have been permanently excluded from high school, in Trafford, or attending an out-of-borough school. A permanent exclusion is when a student is removed from a school permanently and their name is taken off the school roll. In these cases, the Local Authority must arrange full-time education for the student from the sixth school day. Trafford LA has a duty to offer education following the 6th day of a permanent exclusion.

- **Children Missing Education**

Children who are unable to secure a place in a Trafford School or Academy and are placed with TAEP through LEA

- **STEP OUT – Student at Risk of Exclusion** – These students are still on the roll of their referring / 'home' school and attend the STEP OUT programme. These students are

candidates for reintegration back into their previous school. This should be happening in the short to medium term, particularly at KS3 and early Year 10.

- **EHCP**- KS4 students with an EHCP who have TAEP named as a suitable education provision able to meet need

Maintained schools have the authority to direct a student offsite for education to improve their behaviour. Regulations require that the school's governing body must ensure that parents/carers are given concise information about the placement: why, when, where, and how it will be reviewed. Through our Step out Provision, we can offer schools a flexible, responsive, and short-term intervention placement for students. Whilst on placement students will receive a full-time educational provision. Students are Dual registered, with their current school coded as Main (M) on the admissions register, and Trafford Alternative Education Provision coded as Subsidiary (S)

Although the responsibility for education welfare and educational psychology remains with the provider school, TAEP will liaise closely with the provider school in support of an assessment. A personal mentor will maintain communication with parents/carers and school during the duration of the step-out provision.

These placements are funded by the mainstream school. This will be reviewed on a half termly basis and may include a formal EHCP assessment of the student. Following this, the student could be offered an extended placement at TAEP. This will require joint agreement from the parent, mainstream school, and TAEP. The mainstream school will continue to fund this placement.

These places are commissioned and are available to schools outside of Trafford, however, direct parental application is not possible. If you feel your child would benefit from a place at TAEP you need to discuss the matter with your child's current school.

Exit

Short Stay

Students deemed mainstream ready have the opportunity to be represented at the Fair Access Panel, furthermore, the LA has purchased Bridge places at Wellacre Academy and Lostock High School

Long Stay

- KS3 Undergoing EHCP
- KS4 requiring an alternative education setting to mainstream

Complaints Procedure

Any complaints regarding this policy should be addressed to the Chair of Governors for consideration

