



## **Wings Admissions Policy**

This policy sets out the admissions arrangements for students to The Wings College (post 16) and intervention work (under or over 16). It reflects the commitment of Wings South West (Wings) to promoting equality regardless of gender, disability, religion and belief, race and ethnicity or sexual orientation.

An assessment will be made by the project lead(s) of a potential student's needs and whether these can be met by a placement with Wings. Priority will be given to students who are permanently or temporarily excluded from Mainstream Education, Looked After Children (LAC), Previously Looked After Children (PLAC), Children Missing in Education (CME), students with an Education, Health and Care Plan (EHCP) and those who are otherwise unable to access mainstream education e.g., due to physical or mental health difficulties.

Numbers of students to be admitted in each Key Stage will be agreed by the CEO, Academy Lead and College Lead. Numbers may will be dependent on overall students' needs as well as staff availability and areas of skill/understanding.

All admissions comply with the relevant legislation and Government Guidance on Alternative Provision (Jan 2013).

### **Admissions Process**

- Once a referral is made, the project lead will ascertain whether Wings can meet the student's needs. Where the student has an EHCP, an up-to-date review from the referring agency will be used in the assessment.
- If there are places available and the student is able to access the curriculum/activity, the student with parents or carers will attend an interview. Relevant policies and procedures governing Wings will be outlined, and the student will be/will not be offered a place or may be placed on a waiting list.
- Priority of places at Wings College will be given to students with an EHCP. A proportion of overall places (agreed with the CEO and College lead) will be offered to students who do not have an EHCP. All non-EHCP students will be placed on a waiting list until the

EHCP-priority places are confirmed whereby the decision will be based upon the number of spaces available and the ability of Wings College to meet the student's needs.

## **Referrals**

**Entry into Wings' provision will be by the following methods:**

### **College (15 hours per week)**

- The Local Authority (LA) refers students who have requested to have Wings post 16 provision as their main education. These students are enrolled with Petroc.
- Petroc College refers students who require the tailored package offered by Wings. These students are enrolled with Petroc.
- The Virtual School refers Looked After Children and Previously Looked After Children (LAC and PLAC) who require a tailored package offered by Wings. These students are enrolled with Wings under the authority of Devon County Council.
- Students can self-refer to Wings College through the application form on the website

### **Intervention (Up to 15 hours per week)**

- The Local Authority (LA) refers students who are either permanently or temporarily excluded from mainstream education or could have medical needs (section 19). Students who are excluded temporarily will remain on roll with their sending schools.
- Schools may directly refer students to Wings to offer support whilst still on roll at a school, as part of the package of education offered to a student
- The Virtual School refers students (LAC and PLAC) who require a tailored package offered by Wings. These students are enrolled with Wings under the authority of Devon County Council.
- Parents in possession of EOTAS (Education Other Than at School) packages/electively home educating may self-refer to Wings in order to support their child's education

### **When Wings Provision is full**

- If the setting meets the student's needs but is full, the student will be placed on a waiting list, or found another setting by the referring agency. When allocating places, the aforementioned priorities will be adhered to.

- If the student's needs are such that they cannot access the curriculum, reasons for the decision not to admit will be clearly communicated to the student, parents or carers and the referring agency.

### **Responsibilities of the Referring Agency:**

#### **The Referring Agency will:**

- Agree transition requirements, if any, for the student with Wings South West
- Share all relevant safeguarding information and behaviour logs for the student with Wings before the student starts
- Agree transport and practical needs with those holding responsibility for the student, for example parents or carers

### **Responsibilities of Parents/Carers**

#### **Parents/carers will:**

- Ensure that their child attends Wings regularly, on time and appropriately dressed (as agreed where relevant with their schools)
- Notify Wings promptly of reasons for absence
- Contribute to, maintain awareness of and support achievable targets for their child, including agreeing to work with relevant professionals
- Attend review meetings about the progress of their child
- Maintain good communication with the centre regarding changes in their child's behaviour that could impact their learning
- Support Wings' policies and guidelines for behaviour
- Communicate with Wings and its staff in a respectful way
- Develop a positive working relationship with Wings by contacting us directly to share concerns (email or telephone) rather than using social media
- Comment only appropriately and constructively about Wings South West on social media, without naming members of staff
- Talk to their child about their time at Wings
- Pay costs for any damage or losses to Wings' property caused by culpable behaviour on the part of themselves or their child

### **Students with an EHCP**

Before students with an Education & Health Care Plan (EHCP) are admitted to Wings, they must be subject to an EHCP review by the referring agency. The purpose of the review will be to determine any changing needs of the pupil and inform the EHCP. The Local Authority should agree to the change of provision, and it should be reflected in the EHCP if needed.

### **Looked After Children**

Where students are subject to multi agency involvement at Child in Need (CIN) or Child Protection (CP) levels, a representative of Wings will attend regular review meeting with other stakeholders.

### **Transition**

Wings will assist in determining transition for the student based on consultation with the student concerned, the referring agency or school, LA officer, pupil, parent/carer and appropriate staff.

Students accessing intervention may transition to the College, to Petroc or other FE colleges or to paid employment.

Students from the College will benefit from training in employability skills and from appropriate work placements and the College will aim to assist students into paid employment or further education/training as appropriate to the students' intentions and needs.