



Title:	Admissions Policy
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Learning4Life-GY

Admissions Policy

Introduction

Learning4life-GY is an independent educational provider working with learners from age 16 and is currently going through the approvals process to become recognised as an Independent School with the Department for Education (DfE) to provide education and training to learners aged 14-16 years old. At present Learning4life-GY specialise in working with learners whose first language is not English and those learners over 16 with Special Educational Needs and Disabilities (SEND). However, Learning4life-GY will also offer bespoke programmes based on the educational needs of the local area in being responsive to the Local Authority and its Skills Strategy. As such, each referral that is received from the Local Authority or other organisation, is carefully considered so as to ensure that the most appropriate educational programme is offered to the individual.

Alignment with the Equality Act (2010) is an integral part of the ethos of Learning4life-GY; by nature of the programmes that we deliver, our learners are from varied faiths, backgrounds and religions. Our Equality and Diversity Policy (2019) is thoroughly embedded within practice; and spiritual, moral, social and cultural development an infused aspect of the Learner Journey. Learning4life-GY actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

The process of Admission

Learning4life-GY are in the first instance utilise the information obtained from the referral being received from the referring organisation. This may differ in accordance with the referring partners process. For instance:

- For learners 16-24 year old with Education and Health Care Plans (EHCPs), the referral is a direct result of the EHCP review process, and Learning4life-GY being named as the most suitable of educational providers for that individual.
- For learners 16-18 year old with low level English language skills, the referral process is through direct Service Level Agreement with the Local Authority Childrens Services
- For learners who are 14-16 year old, referrals will be supplied by the referring agency or school and the following process engaged with

In all cases however, Learning4life-GY will align with the referral process and ensure that additional steps to obtain as much information about the learner is obtained in the first instance so as to enable a successful transition into Learning4life-GY. For example, Learning4life-GY may undertake a visit to the learners home or current setting. Directors at Learning4life-GY are dedicated to ensuring the right learner, is on the right course, at the right level and as such will support referrals to alternative providers if Learning4life-GY are unable to meet the individual needs of the learner. For every learner therefore, an initial assessment meeting is undertaken with Directors, partners, parents, other agencies and in most cases the Local Authority to agree the most suitable educational package to support positive progress of learners. Following on from this, authorisation from the relevant Local Authority assessment panel (i.e. Fair Access Panel, SENART) is then sought prior to placement at Learning4life-GY.

The initial assessment process

Learning4life-GY are committed to delivering structured assessment processes that provide a thorough understanding of our learners starting points, both academically and psychologically in consideration of their journeys prior to engagement with Learning4life-GY. Once the starting point has been assessed, SMART targets for successful progression can be planned, monitored and executed. The views and wishes of learners and their parents / carers are an integral part of the Learner Journey so to as to ensure that the learning provided by Learning4life-GY is individualised and personalised. In doing so, appropriate support is provided from the onset to ensure positive progress and learning of all learners.

Timeframe	Task
Within 1 week of contact from the referring organisation	Directors to undertake secondary research of the needs of the learners in review of their referral paperwork, EHCP and any other relevant reports.
Within 10 days	Meeting with parents/ carers to discuss the potential of the learner engaging with Learning4life-GY, the school expectations and introduction to key staff (including the SENCo). This may be undertaken at the learners home, with a stepped approach to support engagement with the school based on the learner needs Completion of My Plan (draft 1) undertaken for those with an EHCP
Within 2 weeks	Contact referring organisation with proposal for admission (where appropriate) and Learning4life-GY induction paperwork completed. Formal plan for transition discussed and agreed by all Stakeholders in Multi-agency meeting. Completion of My Plan (draft 2 with transition details included) for those with an EHCP
Within 3 weeks	Upon successful authorisation with referring organisation the learner will start their first day with Learning4life-GY Learner Journey document commences (1 page profile complete; Curriculum set; My Plan finalised; 1:1 Tutorial undertaken to set SMART targets and ensure all support plans are in place)
Within 6 weeks	Initial assessment all complete (English, ESOL Math, ICT) so that starting points assessed, SMART targets set and progress tracked; teacher and tutorial reviews undertaken (including review of My Plan where appropriate)
From the first day of education	Pastoral/ Social and Behavioural progress tracked through Learning Support Tracker
	Academic progress tracked through session based Progress Trackers
	Progress reviewed at termly intervals and feedback provided to learners and parents/ carers

Data Protection

Upon entry, all learner details are entered onto the Admissions database and stored on the Directors protected server. The people responsible for the Admissions database are the Directors. Who ensure that this is maintained in accordance with the Education (Pupil registration, England, Amendments) Regulations (2016).