



Referral and Admissions Arrangements

Youth Works Community College 2019/20

Introductory statement

Youth Works Community College is an independent Alternative Provision that works with young people aged 13 – 16 who have found it difficult to manage in mainstream education.

The aim of Youth Works Community College is to re-engage its students into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

Number of places available

The College will provide education for 20 full time equivalent learners aged 13 – 16. These places will be a mix of full time and part time places.

Registration arrangements

Where students are on the roll of another school and attend for a short period of time (i.e. mostly fixed period exclusions or a school educating a child off-site) the student will be dual registered at their current school and this college.

Where students are not on the roll of another school they will be registered at this college.

Where students are attending for a specific course or a set amount of hours and are also attending their home school, they will remain on the roll of that school.

Where a learner has been permanently excluded, Youth Works Community College will work with the Local Authority to find a new school where appropriate.

Learners supported by the College

The college will specialise in providing places for learners presenting with one or more of the following:

- Need for a nurturing environment that can address issues of low self esteem, poor self image and confidence
- Additional support relating to their social, emotional, attachment and mental health difficulties out of the scope of the current school
- History of disengagement in lessons and difficulties in keeping up with and understanding work given within a mainstream provision
- Low levels of literacy and numeracy but positive response to more vocational learning and individual learning plans

- Persistent school refusal/those with attendance issues
- Learning difficulties within the mild to moderate range
- Poor peer relationships
- Stress and anxiety
- Difficulty in coping with change
- Low levels of emotional resilience

Learners referred will benefit from:

- A relevant individual learning plan from within our curriculum and additional one to one key work support

Referral arrangements

To acquire a place at the College, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form on the Youth Works Northamptonshire website.

Commissioning process

Point of contact

The point of contact for commissioners is Cindy Wrighting
 cwrighting@youthworksnorthamptonshire.org.uk

The admission of students with special educational needs.

Students with a statement of special educational needs or education health and care plan who meet the criteria will be considered for a place.

The Admissions Process

Step 1

The first step is to make an on line referral via our website www.youthworksnorthamptonshire.org.uk. You are welcome to call and talk through any potential referrals before completing the online referral form.

Step 2

Potential learners and their parent/carers and the professional making the referral will be invited to look around the centre and meet the staff. They will then attend an interview where we will discuss with them their experiences of mainstream school, their past achievements and what they hope to gain from their remaining time in education. We will also ask for information about their support needs and previous education, previous assessment data and any other available information. In light of the information received, the interview and taking into account the dynamics of the existing learner groups, a decision will be made as to whether Youth Works Community College is suitable for the young person.

Step 3

Where a referral is successful, the college makes a detailed placement offer in writing to the

referring school or the commissioner which includes how we envisage meeting the young person's needs and the anticipated outcomes, the financial requirements and a start date, the date by which the offer should be accepted and the address to respond to. A trial period will be agreed as part of the placement offer.

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

Step 4

The referring agent, the funders and the learner and their parents/carers agree to accept the placement offered. We arrange a review meeting to discuss the young person's transition into the college to maximise the placement's chance of success and to clarify the terms of the trial period.

Appeals against any refusal to accept a referral

Appeals against the College's decision to refuse a referral should be made within 10 working days of receiving the admission decision. Appeals should be made in writing and addressed to Cindy Wrighting, Head Teacher, outlining the reasons for the appeal and include any further supporting documentation. Further information can be found in Youth Works Northamptonshire's Complaints Policy and Procedure which can be found on our website www.youthworksnorthamptonshire.org.uk or made available in an alternative format by telephoning 01536 518339.

Complaints

Any objections to this policy or its application should be raised with the college through its normal complaints process as referenced above.

Equal Opportunities

The college is committed to equal opportunities and admits learners across the full spectrum of academic abilities. All learners have equal access to the curriculum. All learners have individual learning plans that reflect their learning needs.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on the college's website before the end of the preceding September (i.e. the policy for 2019 referrals will be published in September 2018). The policy will remain on the website throughout the college year.

Links to other policies

This policy should be read in conjunction with the following college policies:

- SEN policy,
- Curriculum statement,
- Equal opportunities policy,
- Complaints procedure,
- Assessment policy,
- Safeguarding policy.

Ratified by the Board of Trustees: 6 September 2019

Review due: 5 September 2020