

Admissions Policy

Woodland Centre - Alternative Provision

Overview

The Woodland Centre is committed to providing a nurturing and supportive environment for students, including support for anxious, vulnerable or disengaged students and those with complex needs.

Suitable learning opportunities are adaptive and inclusive, taking into account the barriers that students may be facing. This includes, but is not inclusive to, small class sizes, vocational study opportunities, KS3/4 alternative qualifications bespoke timetabled provision and more.

The vision is to empower young people to build life skills, develop emotional resilience and discover their unique strengths, preparing them to lead happy, healthy and fulfilling lives.

1. Purpose

This Admissions Policy outlines the criteria, procedures, and responsibilities for admitting students to The Woodland Centre Alternative Provision. It ensures that all admissions are conducted fairly, transparently, and in accordance with safeguarding and educational standards.

2. Scope

This policy applies to:

- External learners referred by their home school or local authority.
- All staff involved in the admissions process including Woodlands Centre Co-ordinator, SLT and AHT – SENCO.

3. Admissions Criteria

Students may be considered for admission to The Woodland Centre if:

- They are authorised and referred by a commissioning stakeholder (e.g. school or local authority)
- The student's parent/guardians support the referral and have signed the referral form
- The referral includes a completed Referral Form and Pen Profile with:

- Prior attainment and attendance
 - EHCP and other relevant reports (if applicable)
 - SEN plans and learning support needs
 - Safeguarding and welfare information, including risk assessments
- The students needs align with the inclusive and adaptive curriculum offered at The Woodland Centre including;
 - The student recognises that they have had and do have problems in a school environment.
 - The student is willing to work with us and buy into our approach and ethos.
 - The student is willing to address their problems and progress.
 - The student wants to make the most of the opportunity that The Woodland Centre offers.

Please note, Breckenbrough School is registered with the DfE for a male only cohort and this applies to attendees at the Woodland Centre.

4. Admissions Process

4.1 Referral and Initial Review

- Referrals must be submitted in line with this policy.
- The Woodland Centre Coordinator will review the referral within 5 working days and, if necessary, liaise with the referrer to gather all necessary documentation/information.
- If the student has an EHCP, the Woodland Centre Coordinator will consult with the Headteacher and AHT SENCO.
- If there is a safeguarding/welfare matter, including risk assessments, the Woodland Centre Coordinator will consult with the DSL.

At this point the referral can be declined, with a rationale provided for this decision.

4.2 Initial Visit and Meeting

A visit/meeting will be arranged (within 10 working days of the referral where possible) involving:

- The student
- Parents/guardians
- Referring school/LA
- Other relevant professionals/adults supporting the referral (e.g., social workers)

The suitability of the provision will be assessed collaboratively.

4.3 Decision and Agreement

- A decision will be made within 5 working days of the visit, unless a trial/taster session is agreed. A decision will then be made after that session.

Decision to progress must be agreed by all significant parties. Following this;

- A Service Level Agreement (SLA) will be issued and must be signed by the commissioning stakeholder before the student starts.
- An Individual Learning Plan will be developed, agreed and shared with all relevant parties.

5. Consent and Documentation

Parents/guardians of external learners must complete consent forms for:

- Medical and medication administration
- Offsite visits/trips
- Film/photographic permissions

All documentation will be securely stored and recorded appropriately.

6. Linked Documents - Alternative Provision Referral Flow Chart

