



Amber Valley & Erewash Support Centre

Admissions Policy

This policy is reviewed annually to ensure compliance with current guidance.

Written by:	Tom England	Date: 17/05/2019
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Approved by:	Local Governing Body	
Version:	2	

Admissions Policy

Admission Criteria

Pupils are admitted to the roll of the Amber Valley and Erewash Support Centre if they meet the following criteria:

- They are in Year 3 to Year 11
- They have been permanently excluded from a Derbyshire mainstream school / or are at risk of permanent exclusion
- They have transferred from Holly House SEBD Special School at the end of year 9 (Year 10 and Year 11 pupils)
- They have taken up residence in Derbyshire and have been previously permanently excluded from a mainstream school in another county
- They have taken up residence in Derbyshire and have been previously attending a Support Centre for permanently excluded pupils, in a county where the Local Authority operate a policy of preventing permanent exclusions by placing pupils in a Support Centre and who would have been permanently excluded but for this policy
- The educational needs of the pupil can best be met by this Support Centre

Admissions Panel

The admissions panel consists of:

- Head of Amber Valley and Erewash Support Centre
- Head of South Derbyshire Support Centre
- Head of North East Derbyshire Support Centre

Admission Process

1. Information about the students academic, behavioural, social and emotional needs is collated by the Integration Pathways Team (IPT) and presented in a Pupil Information Form (PIF) with information added by the Integration Teachers to further inform the decision
2. In Key Stage 2 and 3 IPT will inform the parents or carers of the process and the date of the admission meeting
3. For Key Stage 4 pupils the Amber Valley and Erewash Support Centre liaises with parents or carers when a decision has been made regarding placement
4. The panel will ensure that all the necessary information has been provided before considering the referral
5. The panel will consider the needs of the pupil and agree an appropriate provision to meet the pupil's needs, taking into account the places available across the sites
6. Priority will be given to Children in Care and pupils with an Education and Health Care Plan (EHCP). Further funding maybe required to support the needs of these pupils and will need to be agreed before the pupil is placed on roll.

Transfer of pupils between Support Centres

1. Up to date Pupil Information Form (PIF) about the student including current behaviour, academic progress, all relevant information including that provided by other agencies and reason for referral is provided by the referring Support Centre
2. The Pupil Information (PIF) is presented to the Admission Panel
3. The Panel will ensure that all the necessary information has been provided before considering the referral
4. Priority will be given to Children in Care and pupils with an EHCP
5. The pupil will remain on the roll and continue to attend the referring Support Centre while the arrangements for admission to the new Derbyshire Support Centre are made
6. The Amber Valley and Erewash Support Centre will liaise closely with the receiving Support Centre/IPT/School and parents and will inform them of arrangements for visits to new provision or/and providers and the start date
7. The receiving Support Centre will inform the Admission Panel of the start date for transferring pupils

SEND placements:

- Derbyshire local authority may want to place pupils with an SEND/EHCP need. For this place to be accepted the LA will need to consult with AVESC following their SEND consultation process.
- If AVESC can meet the needs of the pupil the LA will need to place the pupil with the agreed cost of EHCP profile top up funding highlighted in the consultation paper work submitted by AVESC on consultation with the LA. **AVESC will not place a pupil on its roll if the agreed funding has not been confirmed.**

Out of County placements:

- Authorities can purchase places within AVESC depending on space and current cohort.
- The cost of a place will depend on the cost of the provision required to meet the needs of the pupil.
- **AVESC will not place a pupil on its roll if the agreed funding has not been settled.**
- The authority will need to provide information on the student's academic, behavioural, social and emotional needs before the placement is agreed and AVESC can meet the need of the pupil being referred.