

Please refer to the Admission Policy for detailed information.

Headteacher will inform :

- Centre Managers of all new referrals and the agreed provision.
- Learning Support Lead of all new referrals and a request to source alternative provision
- School Business Lead of all new PARE/Children Causing Concern referrals

Centre Managers will inform:

- SMT and admin of all new referrals and the agreed provision.

Referrals are received from:

- The LA Inclusion Panel
- Children Causing Concern Protocol (including home tuition)
- SEN consultation.

The reason for the referral will dictate how quick the pupil will need to be admitted.

Pupils who are referred for short term provision whilst waiting for a managed move or following a permanent exclusion should be invited along with a parent/carer to an admission meeting the day after the referral has been authorised by the Headteacher. **The BLC has a duty to provide education provision from day 6 of the permanent exclusion/agreement to a managed move.** At the meeting an Admission Pack must be completed to establish contact details of pupil, parent & referring school.

Other referrals for short or long term admission should be invited to an admission meeting along with their parent/carer. At the meeting an Admission Pack must be fully completed.

Pupils admitted under the Children Causing Concern Protocol must have the appropriate referral form and parental consent form completed before Admission and then follow the admission as set out in the above paragraphs. SLT & Admin can access the Admission Protocol folder located on the Admin Share web page.

Review meetings with the referring school must be set at admission for pupils on short term provision.

Admissions Pack

All pupils will be given an Admissions Pack (kept in the Admin Office) to complete prior to admission. There are various forms which will need to be completed by the parent/carer and the staff handling the Admission.

The Admission Pack includes:

- Admission form
- BLC Travel Assistance Policy (the LA will forward the LA Travel Assistance Policy & forms to pupils with EHC plans)
- LA Bus pass application form for pupils who live over 3 miles
- GM transport IGO bus pass form to enable pupils to travel at concessionary fare rate
- School uniform policy
- Uniform order and dress code
- Term dates
- Positive Behaviour Plan
- Home School Agreement
- Appropriate use of ICT Agreement
- Parental consent C5 for Education Psychology
- Parental consent for Youth provision
- Parental consent for permission to leave site at lunchtime (YEC only)
- Parental consent for permission for pupils to be taken offsite
- Parental consent to take photos
- Individual Health Care Plan and guidance
- Fair Processing Notice (forms for both primary & secondary)
- Pupil diet request form
- Free School Meal form
- Pupil admissions interview note
- New pupil information for staff
- Confirmation pupil at BLC
- My new school booklet

Pupils will be required to submit passport photographs for bus passes etc

Pupil may need to submit birth certificates if it cannot be established it has been seen by another school.

Staff handling the admission should ensure all forms are completed fully and relevant information relating to prior attendance, attainment, SEN, medical needs are attached. If information is needed from the Local Authority or previous school, please ask the Admin Team to request. The completed pack should be given to the appropriate Admin Team for data input apart from forms relating to teaching and learning as they should be used to set up the Assessment & Progress file.