

	Admissions and Referrals Policy
Persons Responsible for Policy:	Kate Truscott - Director
Completion date:	01/09/25
Review date:	
Next Review Date:	01/09/26

Introduction:

Eclipse Education ALP have developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively so that parents/carers; children & young people are suitably informed when considering a placement at an Alternative Education Provider.

Every admissions application received will be administered fairly and equitably, in strict accordance with published policy and practice as outlined by the Children and Families Act 2014 Range of Provision: Eclipse Education provide education for children & young people who are not able to successfully access a mainstream education and require alternative provision tailor made for them, to access educational entitlement.

Our learners will have an Education, Health, Care Plan (EHCP) which outlines their Special Educational Needs and/or Disability (SEND); however, this is not a pre-requisite for admission. Currently, we can provide up to 15 hours of educational provision each week, in line with DFE Guidance on Alternative Provisions.

Each of our learners will have a range of needs and our offers are bespoke to the individual. All learners are required to have functional literacy and numeracy including in their individual programmes, the rest of their package is built around their interests and include a range of enrichment activities. At Key Stage 4 our learners can sit a range of qualifications, which include NCFE

Functional Skills, alongside a wide range of qualifications from providers such as ASDAN. Entry into GCSE's can also be arranged.

Applying for a place:

Our commissions (Local Authorities or Schools) may consult for a place at any point in the year and so Learners may join us mid-year. Some Learners will join us on an extended package, others may join us for a short period of time either for a specific intervention or whilst awaiting a longer-term placement. Some learners will join us for a day a week other for three days, or up to 15 hours of provision.

Places are usually commissioned by the Local Authority or the Learners' School; however, parents/carers can express a parental preference for Alternative Provision via an EOTAS (Education Other than At School). Requests from parents/carers for such a package must go to the Local Authority and can only be considered if the child/young person has an EHCP. Such a request should be made under Section 61 of the Children and Families Act (CFA). This allows a Local Authority to arrange some or all Special Educational provision as set out in Section F of the EHCP to be made otherwise than in an early years, school or post 16 setting, if the LA agrees that it would be inappropriate for provision to be made in such setting. If you feel no school (or other setting listed) would be appropriate for your child and do not want such a placement (or type of one) named in section I, you should tell your LA. Your LA will need to: consider your views, wishes and feelings, as well as those of your child. You should show with evidence why education in any nursery, school or college would be inappropriate if you want an EOTAS package, not just the setting which your LA may have suggested. Evidence could include school reports, expert reports (for example from an Educational Psychologist), your child or young person's views and any evidence you have which shows why your child cannot attend a school.

Each application for a place is considered on an individual basis and in accordance with Section 39 Children and Families Act 2014. The commissioning Local Authority or School will be responsible for consulting with Eclipse Education in respect of places. Our team will consider each consultation prior to making a response, and in all cases, this will comply with the 15-calendar day requirement as set out in the SEND Code of Practice. Should more information be required, the Director or Deputy may conduct an observation of the student in their current setting or seek further information from the family or professionals involved. Should this require an extension to the 15-day period then this will be formally requested in writing.

New Learner Induction:

When a place has been confirmed The Director will arrange an admissions meeting with the parent/carer and learner and all relevant consent forms will be sent. An induction programme which will include transition arrangements will be devised and agreed.

Change of Placement:

When professionals and parents /carers agree that a change of placement is needed, a review will be called and the EHCP will be amended. For Learners who do not have an EHCP then a multi-agency meeting will be convened to discuss the placement. If Eclipse can no longer meet the Learner's needs or provide what is stipulated in Section F of the EHC plan, a review will be called and the EHCP will be amended. Permanent exclusion in response to a serious breach (one off), or persistent breaches, of the Behaviour Policy may result in a change of placement.