

Mode Training Ltd

www.modetraining.co.uk



Alternative Provision Admissions Policy

Copies of all Mode Policies and Procedures can be obtained in large print. Please call 0151 709 4640 to request a large print copy or alternatively e-mail admin@modetraining.co.uk

To be read and understood by staff, learners, and all relevant partners.

Policy Intent

The aims of this policy are:

To set selection criteria and procedures that are fair to all applicants, with all applicants allowed to explore relevant options available to them.

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

- Safeguarding
- Equality Diversity and Inclusion
- Careers Education Information Advice and Guidance
- Learner support including SEND
- Looked After Children LAC

The policy will ensure:

- Mode comply with [DfE statutory guidance](#) on Alternative Provision and [Keeping Children Safe in Education](#)
- Mode complies with obligations under the Equality Act 2010 with:
 - No applicant will be treated less favourably during the application process or the assessment on the grounds of:
 - race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability, or special educational needs.
- Appropriate links with the host school and parents/carers/guardians to assess suitability onto the programme are in place.

Who is suitable for Alternative Provision?

Alternative Provision is available for year 10 and 11 pupils. Those who are likely to benefit from a placement at Mode are likely to fall into the following categories:

- Social and emotional issues that are impacting their education.
- Patterns of poor school attendance and finding it difficult to maintain consistent attendance.
- Disaffected with mainstream education, to the point full-time mainstream education is no longer a positive option.
- Bullying may have taken place.
- Young people who are disadvantaged and vulnerable due to a range of social circumstances (e.g. families experiencing risks such as poverty, substance misuse, mental health issues) which are impacting their mainstream education.

- Those who have had or are at risk of having a fixed term or permanent exclusion.

Application Process

In the first instance the relevant member of staff from the young person's mainstream school or Local Authority representative should either call **0151 709 4640** and speak to Kelly Coughlin, Amanda Clarke or Debbie Carney or alternatively e-mail:

recruitment@modetraining.co.uk

If the young person does not attend school their parent/guardian or carer may make the initial contact. However, it is important links are made with the young person's school or the local authority to authorise attendance and sign off the Service Level Agreement.

Interview

Once initial contact has been made, the young person will be invited to attend Mode with their parent/carer/guardian and school/LA representative to complete the application process. This will be in the form of an interview, a tour of the premises, and completion of an application form.

Information which should be provided at this stage can include:

- Copy of the most recent Educational, Health and Care Plan
- Details of the child's social history and current circumstances
- Copies of any psychiatric or other recent assessments e.g. AIMS assessment, Speech and Language Therapy, Occupational Therapy
- If a referral is health-related an outline of the child's medical history
- Any other reports which provide additional information which will support the young person

Next Steps and Service Level Agreement

During the interview, an assessment of needs will take place and if we feel the young person would benefit from a place at Mode they will be given a start date. At this point, the school or Local Authority will be sent a Service Level Agreement to complete before the first day of the placement. The SLA sets out the roles and responsibilities of all parties throughout the placement period.

Some young people may benefit from a trial day before making the full commitment to attend the placement for 2 days per week. This will be discussed at the interview.

Outstanding invoice payments are subject to company escalation processes.

Number of places

Decisions around admission will be made following consultation with parents/carers, the referrer/commissioner and other relevant agencies.

Mode retains the right to decline admission of a pupil on the following grounds:

- Mode feel the young persons needs, as identified in their EHCP or referral information cannot be met

or

- Mode have reached capacity in terms of numbers on the programme applied for. Please note the level of capacity will be discussed at the initial referral stage e.g e mail or telephone call. Potential learners will not be interviewed if the course the parent/referral agency has applied for has reached its capacity.

Appeals

Not all young people will be suited to our provision, we will discuss this at the interview with honesty and transparency, as to the reason/s why. If you feel your child should have been offered a place and may have been treated unfairly you can put your concern in writing to

Debbie Carney Managing Director – debbie@modetraining.co.uk who will respond within 10 working days.

Signatures

This policy was produced by Debbie Carney and Emma Sinnett on behalf of Mode Training Limited.

Signed: *Debbie Carney*

Dated: 26th January 2024

Debbie Carney Managing Director

Signed: *Amanda Clarke*

Dated: 26th January 2024

Amanda Clarke Quality Assurance Senior Manager

Review Cycle

This policy shall be reviewed after 1 year or as necessary

Policy Review

Date of review	Review completed by	Overview of any updates
26/06/2023	Debbie Carney	Policy remains for for purpose no changes
26/01/2024	Debbie Carney	SLA added in to policy