



Youth Challenge Primary Referral and Admission Policy

Reviewed By	Louise Buchanan
Last Reviewed	July 2021
Presented to the Governing Body	October 2022
To be reviewed	July 2022

Referral and Admission process

Age ranges –Key Stage 2 children - Pupils aged 7-11 years

Referral required – Yes

Referral details –

Referral to Youth Challenge Primary is through a panel process. Pupil placement at Youth Challenge Primary is commissioned by the Local Authority. The local Authority charge schools for the placement. The panel is chaired by the Local Authorities Development Manager of Inclusion, and is consists of Local Authority staff, Bolton Impact Trust staff and Primary Head Teachers that meet once a term (see dates below)

Schools refer to panel through the Early Help Process, at the Early Help review meetings schools must request a place at Youth Challenge Primary as an action and reasons why the placement will benefit the child. Schools or the lead professional must ensure YCP is named on the EH form as a service, the paperwork must be signed by the parents/carers before it can be shared with panel.

All completed paperwork should be forwarded to the Local Authority - Alison Gregory (BSS) alison.gregory@bolton.gov.uk by the closing dates (see below)

The panel prioritise offer of places based on the presentation by schools to panel of the Early Help form, the reviews and any additional evidence.

Bolton Impact Trust review the paperwork from the panel's decision and if the place is deemed appropriate they will admit the child for the start of the term (or in some cases the nearest half term). If they feel the placement is not appropriate they will liaise with the local /authority immediately.

Panel Dates School Year 2021/22

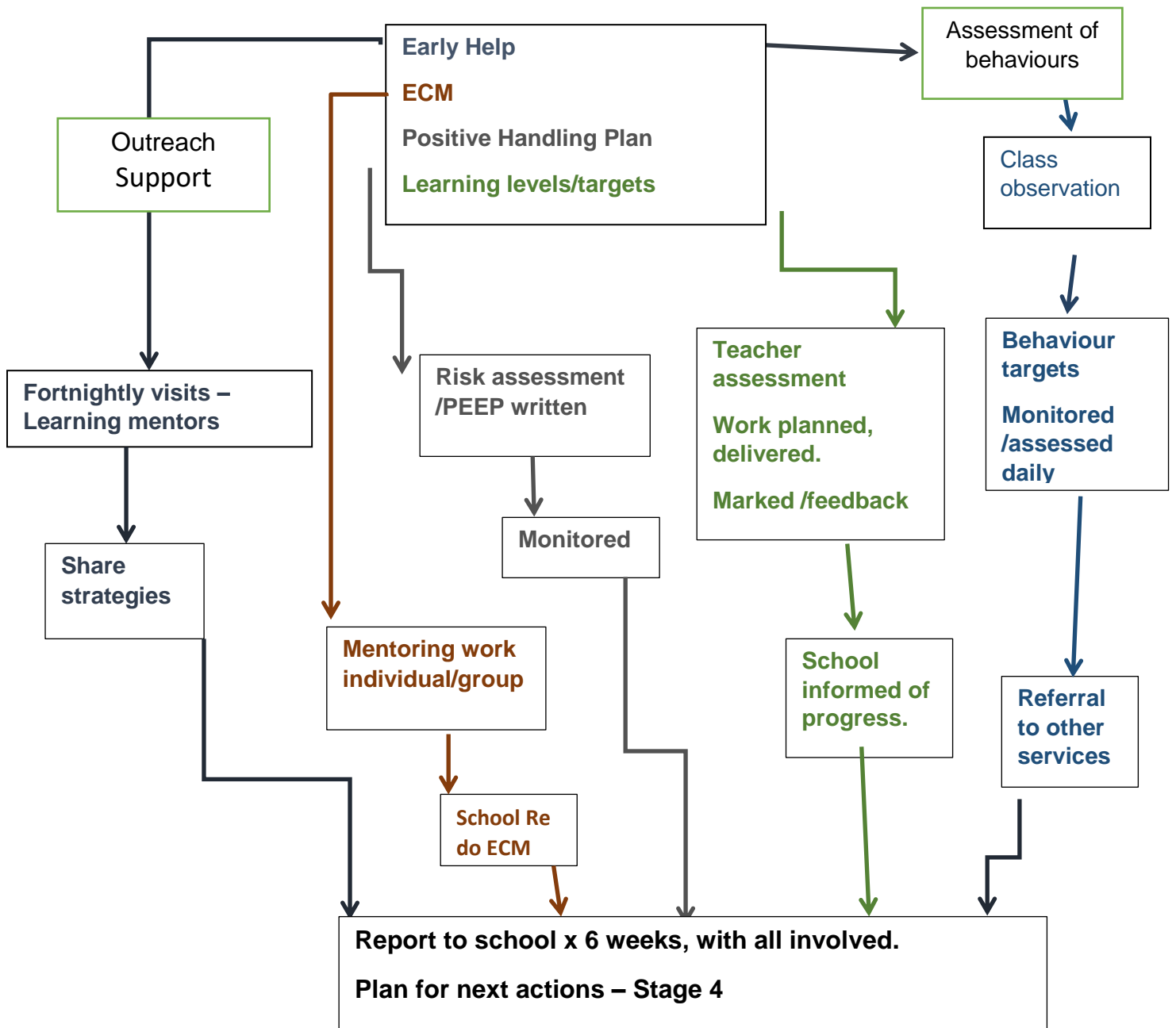
Panel 1 –25th November 2021 for admission in January 2022 (Spring term)
(closing date for panel paperwork - 15th November 2021)

Panel 2 –10th March 2022 for admission in April 2022 (Summer term)
(closing date for panel paperwork – 28th February 2022)

Panel 3 –23rd June 2022 for admission in September 2022 (Autumn term)
(closing date for panel paperwork - 13th June 2022)

Youth Challenge Primary Admission Procedures – Stage 3

Implementation



Youth Challenge Primary

The Journey

