

**Evolve Kennington aims** to provide a learning environment where students are inspired to develop into confident, resilient and responsible young adults

**Purpose of the protocol:**

- to provide clarity on admissions and promote effective partnerships for the benefit of pupils and families
- to clarify responsibilities of key staff and ensure that appropriate safeguards are in place for students,
- to support the achievement of the LAs statutory duty of providing full time education by day 6 of a permanent exclusion

**Introduction:**

Evolve Academy is an 11-16 AEP, providing education to young people who are out of school for a variety of reasons, in the Kennington site in Lambeth.

Evolve’s admissions cover Lambeth LA referrals known as ***commissioned places*** which may include:

- Secondary aged pupils who have been permanently excluded from schools
- Pupils whom the LA wishes to ‘manage move or transfer’ from their current school
- Secondary aged pupils who are hard to place or do not have a school place (previously classed as EOTAS)

In addition, the admission protocol also covers pupils outside of LA commissioning, but are referred to Evolve for short periods as either:

- Dual placements agreements with individual mainstream schools, or for
- Day 6 time limited placement, from day 6 of a fixed term exclusion

Those referred as dual placements are registered on Evolve’s roll as “S- subsidiary” with the mainstream schools holding main registration and responsibilities.

**Protocol – procedure for admissions**

- All referrals under the LA commissioned places are directed to the Headteacher and the induction lead at Evolve by named LA officer (Inclusion, virtual school or school admissions)
- Student records and details to be noted on induction tracker maintained by Induction Lead.
- Arrangements will be made for interview within 72 hours of referral receipt (by Induction Lead)

- In all cases efforts will be made to get students to commence induction within one week of referral
- Education welfare officer, attendance officer and safer schools officers to be informed of all new referrals (by Induction Lead)
- If the 1<sup>st</sup> appointment is not kept, 2<sup>nd</sup> and 3<sup>rd</sup> appointments will be offered and EWO informed
- If 3<sup>rd</sup> appointment is not kept, EWO will be informed and referral will be returned to the LA, who will assume responsibility for engaging the family
- Dynamic risk assessments will be undertaken in consultation with safer schools officer and YOS education lead for all new admissions
- In exceptional circumstances, where there are significant safeguarding concerns, the Academy may return a referral to the LA, with a request for alternative placement to be considered.
- Students with EHCP, Statements or significant additional needs may be referred back to the LA with request for the SEN team to source placement in an appropriate specialist setting
- Students previously on roll may also be referred back to the LA where or if they pose serious risk to other young people or members of the school community.
- **Induction:** a comprehensive assessment of abilities, skills and needs will be undertaken following interview (over 2/ 3 days)
- A student's start date is the first day of induction, following interview; and student details are transferred onto formal school roll (SIMS) on successful completion of 2 week trial

**The protocol for dual placement admissions** is similar to above.

Although day 6 admissions fall outside of the above arrangements, effective communication with schools and parents is essential for a seamless placement and settlement of pupils in day 6.

#### **Key staff and responsibilities:**

- **HT – responsibility** for admissions, including receipt of all referrals for commissioned places
- **AHT Induction Lead** manages or directs interviews and first contact with parents
- **Education welfare officer** – supports / ensures smooth admission / transition; chases up reluctant unwilling disengaged students / families
- **Attendance & welfare officer** – first line of support during trial placement, encouraging regular attendance, supporting induction assessments, etc.
- **Safer schools officer and YOS Education lead** – contributes to dynamic risk assessments, informal introduction as part of induction,

- **Learning mentor (s)** – oversees induction assessments and process, produces student summary,

## Monitoring

The effectiveness of the admissions protocol will be monitored at regular intervals, at least half termly by the Headteacher in consultation with the Director of Student Services and performance reported termly to the management committee.

## Appendix 1

Steps	Actions	Timescales from receipt of referral
1.	Referral notification from Lambeth LA (or mainstream schools for dual placements) sent to SILS HT	
2.	Referral forwarded to Induction Lead for processing	24 hours
3.	Details of new referrals - students awaiting interview written on staff room notice board at KS3 and KS4	48 hours
4.	Dynamic risk assessments undertaken on all new referrals in consultation with YOS and safer schools officers	
5.	Referrals returned or forwarded to LA Virtual School or SEN, where students needs cannot be met at Evolve, following assessment of documentation and / or interview	Documentation: 2 – 3 days; or after interview: 3-7 days
6.	Inclusion Lead contact parents to arrange interview For dual placements, the referring school must attend interview	2 days
7.	Interview appointments confirmed by letter. 2 <sup>nd</sup> appointment offered if no show to first	5 days
8.	If no show on 2 <sup>nd</sup> appointment, CAF to Early help and EWO completed, and 3 <sup>rd</sup> appointment offered	Within 10 days
9.	If family fails to attend 3 <sup>rd</sup> interview or declines place at SILS the <b>referral is returned to LA.</b>	By day 10
10.	Referral documentation and interview records passed to Admin Lead who will enrol students on SIMS	On completion of interview
11.	New student files created by admin office	

12.	New student induction assessments takes place on KS3 – Weds to Fri; KS4 – Thurs & Fri	
13.	Induction assessments analysed, summaries produced and shared with staff (by ST)	Summaries to be produced max. two days after completion of induction assessments
14.	Update of progress on all referrals will be circulated to key professionals weekly, preferably at the end of each week	Weekly by inclusion officer