



CRANBURY COLLEGE

ADMISSION POLICY

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3		
4		

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Signed	

Cranbury College

Admissions Policy

Eligible Pupil Groups

Cranbury College is a Pupil Referral Unit and multi-functional Alternative Curriculum Service (ACS). As such, the following statements apply to our admissions policy:

- Cranbury College has its own DfES number and pupil count return to which pupils without a current and/or appropriate school place may be enrolled
- Cranbury College enables a range of educational options to be offered so that all pupils on its roll can access an appropriate package of support, tailored to need and the personalised learning requirements of individual pupils
- Cranbury College is funded as a school with baseline and top up funding
- Cranbury College is commissioned by the local authority to provide appropriate interim educational packages for Permanently Excluded pupils other than in those circumstances where education provided by or through Cranbury College is not appropriate to the learning, social or emotional needs of those pupils (E.G. Pupils with SEND where **Specialist Placement** is stated in the EHCP or equivalent documentation)
- Decisions relating to admission into Cranbury College are always made with the learning, social or emotional needs of the young person as the paramount concern of the Cranbury College admissions panel

The College register reflects the following groups of pupils:

- Pupils not enrolled to a mainstream school due to Permanent Exclusion
- Pupils who are currently unable to access mainstream school due to long-term medical conditions (N.B. These pupils currently remain dual registered with the referring school)
- Pupils attending Vision (Cranbury College Post-16 offer)
- Pupils who require complex packages for learning or EBSD support and have an EHCP, commissioned separately by RBC SEND department.
- Pupils identified, through robust professional assessment and scrutiny, as being at immediate risk of Permanent Exclusion and therefore eligible, through Cranbury College admissions referral, for short to mid-term managed moves into the college. Managed move places are time-limited once on roll, with an agreed duration of no longer than one annual academic cycle before transition into a permanent mainstream or specialist placement.

Guiding Principles and Ethos

- Cranbury College is designated as a mixed gender Pupil Referral Unit and multi-functional ACS

- Pupils with long-term medical conditions will be offered the opportunity (where appropriate) to work within standard college groupings.
- The overarching aim of Cranbury College is to offer young people inclusive and stimulating educational and social opportunities that may have been previously inaccessible or denied to them, and therefore we do not discriminate against any young person on the grounds of their previous behaviour record. However, when the college has irrefutable professional evidence (such as the naming of specialist or mainstream provision as part of an EHCP or a detailed pupil risk assessment that places other young people in danger in terms of their own safeguarding or well-being) that the admission of a particular pupil (into any of our settings) would significantly jeopardise their own educational success and well-being or the educational success and well-being of others, the admissions panel can defer or ultimately decline entry into the college.
- In exceptional cases, PEX pupils may have an EHCP, however a PRU should not be named in any statutory documents as the provision of choice for a young person

The Cranbury College Admissions Panel

- Meets fortnightly to oversee, scrutinise, action and evaluate admissions and referrals into the college
- Is chaired by the Headteacher (or Deputy Headteacher in the absence of HT)
- Comprises HT, DHT, AH, Senior Leaders and Phase Leaders as appropriate
- Standing invitations are extended to LA SEND case officers and other LA representatives as appropriate
- Decisions are pupil-centred, solution-focused and prioritise appropriate pathways for all referrals

Referral Process

When a young person, resident at an address within the boundaries of Reading Borough, is Permanently Excluded from a mainstream school, Cranbury College should be informed within 24 hours. Additionally, the referring/excluding school must complete a Cranbury College admissions form to accompany other statutory documentation. This form is used to inform decisions made at Admissions Panel meetings.

Where the timing of a Permanent Exclusion might lead to potential delays in the continuation of a young person's education, the Cranbury College pupil induction process can be initiated before the next available Admissions Panel under the authority of the Headteacher or Deputy Headteacher in the Headteacher's absence.

This process applies in the case of ALL referrals to Cranbury College from mainstream schools and other educational providers.

Referral Types

- Following a Permanent Exclusion: Single roll at Cranbury College.

- **Managed Move:** Request from parent school to Manage Move a pupil at significant risk of Permanent Exclusion on to the roll of Cranbury College. Managed Moves, other than requests in Year 11, must only be accepted by the Admission Panel on the basis of a clear and coherent plan for the young person of an eventual mainstream or specialist placement. Parental agreement must be obtained to authorise a managed move.
- **Request for Respite or Interim commissioned placement at Cranbury College:** Partner schools and other educational placements can request temporary educational packages and support from Cranbury College for pupils on their roll. These packages are bespoke and vary in content and duration according to the needs of individual young people and their parent schools. A cost for services should be agreed between the commissioning school and Cranbury College before the work begins.
- **Medical Referral:** Schools and other educational placements can commission tuition for pupils absent from school as the result of long-term medical conditions. Frequency of tuition, duration (such as is reasonably possible) and cost, by session or as a time-limited package, should be agreed before tuition commences.

Area of need/Referral	Who leads?	How?	Steps and Process
Permanent Exclusions (Not including SEN)	Mainstream School Representative	Completed Cranbury College referral form along with <ul style="list-style-type: none"> • Exclusion letter • Relevant dates • Background reports, statements & evidence of appropriate interventions • Details of multi-agency involvement 	<ul style="list-style-type: none"> • Notification from LA • Contact with parent within 48 hours • Appointment made for 5 days after initial contact • Interview stage - forms signed, testing dates booked • Decision made at next admissions panel • If accepted Centre Manager to arrange Timetable • Admin to add to school information system as dual registered • Notification from LA that PEX upheld and appeals process over change to sole registered
Managed Move Pupils	Mainstream School Representative	Completed Cranbury College referral form along with <ul style="list-style-type: none"> • Background reports, statements & evidence of appropriate interventions and graduated response, including use of a Pastoral Support Plan • Background reports, statements • Details of multi-agency involvement • Parental agreement 	<ul style="list-style-type: none"> • Referral form received • Discussed at admissions panel • Office Manager inform school of decision • If decision made to accept interview to be arranged by admin • Centre Managers to provide timetable and start date • Admin to add to school information system as sole registered from date of admissions <p><i>(Interviews can be arranged before admissions if agreed)</i></p>

			<i>by SLT who will inform Office and Centre Manager)</i>
<p>Dual Registration pupils at Risk of PEX Respite Pupils 'at risk of permanent exclusion' from school may be referred for full or joint provision which will be subject to regular review.</p>	Mainstream School Representative	<p>Completed Cranbury College referral form along with</p> <ul style="list-style-type: none"> • Background reports, statements & evidence of appropriate interventions and graduated response, including use of a Pastoral Support Plan • Background reports, statements • Details of multi-agency involvement • Parental agreement 	<ul style="list-style-type: none"> • Referral form received • Inform HT and SBM and send funding agreement • Discussed at admissions panel • Office Manager inform school of decision • If decision made to accept interview to be arranged by admin • Centre Managers to provide timetable and start date • Admin to add to school information system as dual registered
Area of need/Referral	Who leads?	How?	Steps and Process
<p>Interim Service 2 week intervention – pupil does not come on roll A flexible, supportive, individual programme which will support a return to school. Will be considered on a case by case basis.</p>	Mainstream School Representative	<p>Completed Cranbury College Interim Form along with</p> <ul style="list-style-type: none"> • Relevant background history • Areas of difficulty • Desired outcome • Parental agreement • Return agreement made on entry 	<ul style="list-style-type: none"> • Parent and child come to Interim building to sign forms and meet staff • Child attends 2 week program (or fixed by school and CC) • Return meeting made on entry to return to school with no CC representation • Report sent back to school with recommendations to next steps • PSP can be recommended

<p>Medical Pupils who are unable to attend school as a result of illness or mental health difficulties</p>	<p>Mainstream School Representative A Medical/CAMHS Consultant or a Community Pediatrician (not a GP) must support a request for provision</p>	<p>Completed Cranbury College Referral Form must be accompanied with</p> <ul style="list-style-type: none"> • Supporting documents from a Medical or CAMHS Consultant or Community Pediatrician. • Parental agreement 	<ul style="list-style-type: none"> • Referral form and evidence received • Discussed at admissions panel • Office Manager inform school of decision • If accepted Medical Lead Teacher will do home visit and arrange timetable • Admin to add to school information system as dual registered
<p>Special Educational Need (SEN) All requests for involvement for pupils with Statements of SEN must be coordinated by SEN department</p>	<p>Referral made from SEN Department</p>	<p>Request for Involvement, collated by SEN Caseworker with information from school, approved by SEN accompanied by</p> <ul style="list-style-type: none"> • a copy of their plan • latest annual review 	<ul style="list-style-type: none"> • Information and request received by SEN • Discussed at admissions • If decision is made to accept Office Manager to inform SEN • Interview to be arranged • SENCO to put together a suitable Timetable/Package • Send costed provision to referee before starting
<p>Looked after Children Children who are looked after by the local authority and who have experienced a breakdown in school placement may be referred.</p>	<p>Head of Virtual School for Looked after Children.</p>	<p>Completed Cranbury College Referral Form along with relevant supporting information</p> <ul style="list-style-type: none"> • Background reports, statements • Details of multi-agency involvement 	<ul style="list-style-type: none"> • Information and request received by Looked after team at the child's local authority • Discussed at admissions • If decision is made to accept Office Manager to inform • Interview to be arranged with designated lead for

			LAC and put together a suitable Timetable/Package