

Admissions Process

Area of Need/Referral	Who Leads?	How?	Steps and Process
Permanent Exclusions (Not including students with an EHCP)	Mainstream School Representative Local Authority	Completed Horizons AP Academy referral form along with - Exclusion letter - Relevant dates - Background reports, statements & evidence of appropriate interventions - Horizons Risk Assessment - Details of multi-agency involvement	- Notification from LA - CTF to go on MIS system - Horizons to request relevant paperwork from school including Risk Assessment, Behaviour Record (summary), Safeguarding concerns, Therapeutic Plans - Contact with parent within 48 hours - Appointment made for within 3 days after initial contact - Interview stage - forms signed, induction timetable issued - Decision made at end of induction regarding initial pathway - Appropriate provision to be made by HZN even if not deemed safe for site - Re-engagement Lead to arrange timetable - Admin to add to MIS system as dual registered - Student must be in school no later than the sixth day. - Notification from LA that PEX upheld and appeals process over change to sole registered

			• HZN PEX Panel to be convened with LA if student is a complex case
HZN Permanent Exclusions (Students with an EHCP)	Mainstream School Representative Local Authority LA SEND	Completed Horizons AP Academy referral form along with • Exclusion letter • Relevant dates • Background reports, statements & evidence of appropriate interventions • Horizons Risk Assessment • EHCP Paperwork • Most recent annual review Details of multi-agency involvement	• Notification from LA • CTF to go on MIS system • Horizons to request relevant paperwork from school including Risk Assessment, Behaviour Record (summary), Safeguarding concerns, Therapeutic Plans • Contact with parent within 48 hours • Appointment made for within 3 days after initial contact • Interview stage - forms signed, induction timetable issued • Decision made at end of induction

			regarding initial pathway • Appropriate provision to be made by HZN even if not deemed safe for site • Re-engagement Lead and SENDCO to arrange timetable • Admin to add to MIS system as dual registered • Student must be in appropriate provision no later than the sixth day. • Notification from LA that PEX upheld and appeals process over change to sole registered • SENDCO to be involved in all of the above • Emergency planning meeting to be convened with LA and all supporting agencies ASAP • Students with an EHCP will only ever be placed at HZN on an interim measure in extraordinary circumstances and will not be named on the EHCP
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Horizons Support Workshops	Referring School Re-engagement Lead - HZN	Completed Horizons AP Academy referral Form including: • Relevant background history • Areas of difficulty • Desired outcome • Parental agreement • Return agreement made on entry • Financial consent gained from home school	• Referral received from referring school • Re-engagement Lead to make contact and confirm details • Bespoke Contract Agreement to be completed by referring school • Student attends specified workshop as agreed with HZN and referring school • Student returns to referring school • Exit report provided by HZN to assist referring school with next steps
Special Educational Need (SEN) All requests for involvement for pupils with Statements of SEN must be coordinated by the SEN Department in conjunction with the Headteacher	Referral made from SEN Department	Request for Involvement, collated by SEN Caseworker with information from school, approved by SEN accompanied by • a copy of their plan • latest annual review • Consultation documents	• Information and request received by SEN • Discussed at admissions • Time frame discussed whilst pursuing appropriate setting • If decision is made to accept Office Manager to inform SEN • Interview to be arranged • SENCO to put together a suitable Timetable/Package- IFA to be completed and agreed in writing before commencing. • Send costed provision to referee before starting • Admin to add to MIS system as dual registered • Students with an EHCP will only ever be placed at HZN on an interim measure in

			extraordinary circumstances
Looked after Children Children who are looked after by the local authority and who have experienced a breakdown in school placement may be referred.	Head of Virtual School for Looked after Children.	Completed Horizons AP Academy Referral Form along with relevant supporting information • Background reports, statements • Details of multi-agency involvement	• 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 • Admin to add to MIS system as sole registered.
Outreach Support – Secondary Supporting student in their school setting or neutral environment	Secondary Outreach Lead	Referral submitted via website Referral discussed at admissions panel	• Some referrals changed to outreach via admissions, some referrals directed to Outreach Lead

Bespoke Support from Horizons AP Academy - short stay/ reduced term	AHT, Safeguarding and Behaviour	Referral via professional tab on website	• Brought via admissions and discussed as a team after a thorough referral
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