



---

*ReFocus School*

*Admissions Policy 2021/2022*

---

The following policy has been approved by the Executive Head Teacher and agreed by the management team.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Date: September 2021

Review date: January 2022

Review Record:

Name (Print): Katie Close Name (signature): <i>Katie Close</i> Date: 12/02/2022	Name (Print): Name (signature): Date:
Name (Print): Name (signature): Date:	Name (Print): Name (signature): Date:

- This policy covers the admission procedures for ReFocus School.
- This policy is not stand alone and should be used with other ReFocus policies including, but not limited to: Safeguarding Policy, Equality & Diversity policy, Attendance Policy, Health and Safety Policy, Behaviour and Anti-Bullying Policy the Staff handbook and Code of Conduct.
- When referring to staff members this includes all full-time staff members, volunteers, support staff and supply staff.



## **1. Admissions Policy Overview**

Our school values are **Employable, Sociable, Ready**. Our values are embedded in to our whole school approach and this begins at the very beginning of a student's ReFocus journey, at the admissions meeting. These values are foundations to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle. This ethos is explained at the admissions meeting and both parents and students sign to say they will adhere and work towards these values.

ReFocus School will consider referrals from a variety of sources and will not be exclusive to any one source.

There are no formal entry requirements to access our programmes and every referral is considered on an individual basis.

ReFocus School will consider each referral on a case-by-case basis. A placement will be offered if it is believed we can meet the student's needs.

ReFocus School will not offer a placement to a student if any staff members are subjected to any kind of unacceptable behaviour such as but not limited to, threats, verbal / physical abuse or harassment from the student or student's family prior to admission.

ReFocus School will reserve the right to terminate a student's placement that is in admission process if any staff member is subjected to continued unacceptable behaviour such as but not limited to, threats, verbal / physical abuse or harassment by the student or their immediate family members.

To meet a student's needs, ReFocus School may offer a bespoke package. This would be discussed and agreed before a start date.

If, after the admission of a student who is not on a bespoke package, it is agreed a bespoke package is required we will contact the referring agency and a meeting will be held to discuss further.

ReFocus School reserves the right to accept a student on a probationary basis to ensure it is the right setting for the student.

ReFocus will consider accepting a student on a managed move from another alternative provision.

ReFocus School will be in regular contact with referring source after admission. This will be a weekly attendance log, a half termly visit, a termly academic report and any safeguarding or behaviour concerns immediately.



## **2. Admissions procedure**

All students aged 14 – 16 that are currently not in formal education, are at risk of being permanently excluded or cannot meet their potential in their current setting can be referred either by their current place of education or the Local Authority Education/Inclusion team.

The following documentation is required to be discussed at our two weekly admissions panel:

- Referral form
- Risk Assessment
- Copies of any relevant documentation including SEND and EHC Plan
- Details of any outside agency working with the pupil or family
- Attendance
- Attainment – Including latest school report.
- Any other important documentation relevant to the student

Once this documentation is received it is discussed at panel. If it is felt we can meet the students' needs we will contact the parent and referring agency to arrange a meeting.

At the meeting we will:

- have a tour of the school site
- Expectations and procedures explained
- Admissions contract discussed and signed
- Consent forms explained and signed
- Administration of medication form completed if required
- Acceptable use of IT equipment form signed
- School values explained and agreed
- Start date agreed

The student's welfare will take priority when considering if we can successfully meet the students' needs. ReFocus School will use careful consideration and professional judgement when making this decision.

Short term, temporary placements are available. ReFocus School can act as a 6th day provision if suitable alternative placement is still being sought. The admissions process remains the same as full time applicants.

Where a student is being referred onto a block placement contract, we still expect to receive the documentation listed above prior to admission.



### **3. On role procedure**

ReFocus has DFE status and is able to have students on role.

A student who is without a school place and requires a full-time placement can be placed on our role on the start date if agreed by all parties involved at the admissions meeting.

A student that is without a school place but requires a short-term placement will not be placed on our role automatically.

Any student who is dual registered with a main stream school can not be placed on our role until agreed to do so, that student is required to be in year 11 only and after a probationary period is completed.

Once it is agreed that a student will be placed on our role , on role paperwork must be completed – see appendix A.

### **4. Appeals**

In the event of a student being refused a placement, appeals must be made to the Executive Head Teacher in writing within 5 working days of the placement being declined. A reply will be given within 7 working days of receipt of an appeal.

### **5. Payment and Invoicing**

Payment is broken down into packages and then broken-down by pro rata depending on the start date and the term a student is joining.

- ReFocus Package - The fee remains the same for any student joining on a full-time basis between September and December (until term end in July)  
£16910 Dual registration
- Reset Package – short term intervention, half termly – The fees range between £3480 - £4560.
- Recharge package – short term intervention, termly - The fees range between £6400- £7315.
- Reignite – Day package - Set fee of £130 per day. (minimum of 6 days required)

Once the placement has been agreed, ReFocus School will raise an invoice and send it via email (prior to the student starting) to the referring agent for full prompt payment. Payment must be made no later than 30 days.



If the 30-day invoice deadline is missed a 10% late payment fee will be incurred plus a one-off administration fee of £50.

If there is any problem with payment for the student ReFocus School should be made aware as soon as possible to ensure a resolution can be found.

ReFocus School do not offer termly invoice options, full payment is required when a student is initially accepted.

If repeated reminders for payment are still unsuccessful and payment for the student still isn't received, then regrettably ReFocus School may terminate the placement.

Appendix A

On role contract.

To be completed by Referring School/Agency

This student will be transferred to ReFocus roll  (Complete agreed transfer date)

Agreed date of transfer (this must be agreed in advance and is dependent on review meetings)

Date to be transferred:

<b>Student name:</b>		<b>Year group:</b>	
<b>DOB:</b>		<b>UPN</b>	

<b>Start date with ReFocus School:</b>	
<b>Planned end date of placement (if applicable):</b>	
<b>Transport arrangements:</b>	



<b>Name of finance personnel for invoicing:</b>	
<b>Contact details of named Finance personnel:</b>	

<b>Name of referring agency / school:</b>	
<b>Name of previous school</b>	
<b>All paperwork completed:</b>	ReFocus to sign:

<b>Terms of business received:</b>	<b>Date:</b>	<b>Terms of business read and agreed by:</b>	<b>Name:</b>
			<b>Sign:</b>

### Financial Details

<b>Agreed rate:</b>	£
<b>To be paid (select):</b>  <b>Monthly</b> = (Total Price/10) x number of full or partial months  <b>Termly</b> = (Total Price/39) x number of full or partial weeks	



<b>Annually</b> = (Total Price/195) x number of days	
<b>Total cost:</b>	£

### Over view of Terms of business

- The referring party agrees to pay ReFocus Schools the amount above within 30 days of invoice being received.
- For on roll placements, invoices will be sent as agreed during the managed move period and will then be sent for the remainder of the academic year(s) on the start date of the transfer.
- Should the referring agency wish to make any amendments to a students' placement (e.g. reintegrating a student back to school), they must give ReFocus School 30 days' notice. After this time, ReFocus School will raise a credit note for any outstanding days paid for.