



ADMISSIONS POLICY


Policy Issues and Updates

<i>Pages</i>	<i>Issue Number</i>	<i>Date</i>
Whole Document – New	1	September 2023
1 - Layout updated 2 - School Consultation Process 3 - Appeals Process	2	July 2025

This policy has been approved by the SLT and Governors.

The policy will be reviewed annually unless circumstances arise requiring an early review.

Approved: September 2023

Signature: 

Planned Review Date: July 2026

Admissions Policy Overview

At Chances Mentoring our students are referred from a variety of sources. There are no formal entry requirements to access our programmes although every referral is considered on an individual basis. The sections below outline required documentation before a student can be placed in school.

Chances Mentoring will consider each referral on a case-by-case basis. A placement will be offered if it is believed we can meet the students outlined provision.

Admissions

- All students aged 11-16 that are currently not in formal education, are at risk of being permanently excluded or cannot meet their potential in their current setting must be referred either by their current place of education or the Local Authority/Education Inclusion team.
- Students that are in receipt of an Education, Health and Care Plan (EHCP) may require a specialist school in order to meet their outlined provision. The local authority that the EHCP is named under will send a consultation that will be screened by the SENDCo/Head of Centre to state whether their provision can be met through the best endeavours of Chances Mentoring.
- Students and parents/carers are welcome to view the proposed school site by appointment, however formal admittance will not be considered until the following documentation has been received;
 - Referral Form
 - Copies of any relevant documentation including SEND and Education, Health and Care Plan (EHCP)
 - Prior attendance and attainment data
 - Risk Assessment (if applicable)
 - Any other important documentation relevant to the student
- Once received, a decision will be made and parents informed within a maximum of 5 working days. If the placement is accepted, an admission timetable will be collated including;
 - Getting to know you session
 - Entry assessments
 - Admissions meeting
 - Phased integration plan (individualised to the context of the student)
- Copies of any details will be sent to the referring agency where applicable.
- Chances Mentoring will review each application carefully. Due to the nature of some of our referrals, the student's welfare will take priority when considering if we can successfully meet the students' needs.
- Short term, temporary placements are available, this is a minimum 12 weeks placement. Chances Mentoring can act as a 6th day provision in the event that 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.

Appeals

- In the event of a student being refused a placement, appeals must be made to the Head of Centre in writing within 5 working days of the placement being declined.
- The appeal will be reviewed within a 48 hour period.
- A final decision letter will be issued to parents/school.