**Beacon Alternative Provision**

**Admissions Policy**

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**Written by**: O'Connell/Field
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### **Admission to Beacon Alternative Provision**

1. **Referral Process**:
 Admission to Beacon Alternative Provision is typically by referral from an external organisation, such as a school or local education authority (LEA), which also often serves as the funding body. Beacon Alternative Provision caters to young people aged 7–16. All staff members, including volunteers, are selected following comprehensive recruitment procedures, which include the completion of DBS checks.
2. **Conditional Admission**:
 Admission to the provision is contingent upon a successful interview involving the young person, their parent or carer(s), and a representative from the referring organisation.
3. **Student Conduct Agreement**:
 Admission is also conditional upon the young person understanding and agreeing to the Student Conduct Agreement.
4. **Referral Form Completion**:
 The Beacon Alternative Provision Referral Form must be fully completed. The form is designed to capture the information required for registration and includes prompts for parent/carer signatures on various aspects of the programme, such as e-safety agreements, permission for photographs, and consent for education trips and visits.
5. **Circumstances Leading to Referral**:
 Information regarding the circumstances leading to the referral is collected through both the referral form and the interview process. It is essential that the centre is made aware of any situations that may affect the young person, including child protection concerns, police involvement, allegations of threats, violence, inappropriate sexual behaviour, or any other factors impacting the young person’s wellbeing. This information is vital for ensuring the health, safety, and welfare of the young person and others within the organisation.
6. **Support Plans**:
 Any Education, Health, and Care Plans (EHCPs), Individual Education Plans (IEPs), Looked After Children (LAC) care plans, and any other relevant information regarding support requirements should be provided during the interview and before the placement begins.
7. **Assessing Suitability for Young People with EHCPs**:
 When a young person has an EHCP, Beacon staff will assess whether the provision can adequately meet the needs outlined in the plan. If the centre is not able to fulfil these requirements, the referring organisation will be advised to consider alternative placements.
8. **Induction and Review Process**:
 During the first two weeks of the placement, an induction will take place, during which staff will assess the student’s needs and evaluate the suitability of the placement. A review will be held at the end of this period, involving all stakeholders, to determine whether the placement should continue.

### **Admissions Register**

Upon acceptance into a Beacon Alternative Provision programme, the following information must be recorded in our Management Information System (MIS):

* The young person’s full name
* The young person’s gender
* The young person’s date of birth
* The date the young person was admitted to Beacon
* The name of the school or organisation that referred the young person

The following information about parents and carers must also be recorded:

* The name and address of each known parent or carer of the young person
* Information on which parent or carer the young person typically resides with
* Emergency contact details for each parent or carer