



LEVI ALTERNATIVE PROVISION ADMISSIONS POLICY

Policy approved by: Management

Committee Date reviewed: September 2025

Next review date: Autumn Term 2027 (every four years)

Vision

- **Promoting progress and achievement with quality learning and specialist support**
- **Enabling fresh starts and access to mainstream for all**
- **Promoting effective partnerships for the benefit of our pupils**

Policy

The Levi Alternative Provision has been established to deliver education programmes (on behalf of the Local Authority) to children and young people who are out of school for a variety of reasons, according to DfE guidance and government directives.

We are responsible for:

- All secondary pupils who are permanently excluded from school
- Pupils who are unable to attend school because of medical needs, who will be absent for 3 weeks or more
- Children and young people who are hospitalised for 3 days or more or admitted on a regular basis
- School age mothers who are unable to access education

We are committed to the support of vulnerable children through:

- The Secondary School 6 Day + partnership agreement (for pupils who are fixed period excluded from school from their 10th day of exclusion onwards)
- The support of children and young people who are at risk of exclusion from school
- Provision of specific individual pupil programmes commissioned by Local Authority Special Education Needs Section

Procedures

Who can refer?

1. Mainstream schools- Referrals via Social Inclusion Panel.
2. Education Officer in Special Education Needs Section.
3. AWA Service following advice and appropriate documentation from a school's AWA Officer

How to refer

1. Obtain consent of parents/ carers, consult with young person/ child
2. Carry out a thorough multi-agency assessment of need to identify support.

In order that referrals can be properly considered, please include supporting evidence of thorough prior assessment with proposed outcomes.

e.g.

- Evidence of implementation of PIP process for a pupil in a secondary school.
- Pastoral Support Plans
- Essential baseline information, i.e. academic, social/emotional, current educational provision/curriculum, details of SEN
- In case of a medical referral, written support from a paediatrician
- Evidence of ongoing interventions
- In case of all exclusions, copy of Head Teacher's letter of exclusion to parents