

Cirque Skills Pathway referral arrangements for 19/20

Introductory statement

Cirque Skills Pathway CIC is an Alternative Provision School operating on a part time basis.

The aim of Cirque is to re-engage its students into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

Number of places available

The School will provide education for upto 64 part time students aged 11-16

Registration arrangements

Where students are on the roll of another school and attend for a short period of time (i.e. mostly fixed period exclusions or a school educating a child off-site) the student will be dual registered at his current school and this academy.

Where students are not on the roll of another school (i.e. mainly where they have been permanently excluded) they will be registered at this academy.

We will work with Doncaster Metropolitan Borough Council to support permanent exclusions and finding an alternative solution to students who may have been excluded permanently.

Students supported by the school

The school will specialise in providing places for:

- Those who have been permanently excluded or who are at risk of permanent exclusion;

Referral arrangements

To acquire a place at the school, children must be referred by an educational establishment or local authority (commissioners).

Commissioning process

Point of contact

The point of contact for commissioners is Vanessa Sullivan (vanessa.sullivan@cirque.org.uk)

Once a commissioner makes contact with the school the tutor will be the main point of contact.

Induction

Task	Covered Yes/no
Introduction to key staff members and their roles explained including teachers, Managers, fire wardens	
Location of toilet facilities	
Location of student rest rooms, canteen, receive plan of building	

Lunch and break arrangement and times	
Uniform/Dress code	
Policy and procedures including safeguarding and behaviour/code of conduct booklet signed	
Use of mobile phones explained	
Student handbook	
Company email and student internet policy	
Emergency procedures	
Location of first aid box	
Fire procedures and location of fire extinguishers/emergency procedures discussed	
Protective clothing arrangements	
Instruction on equipment you will be using	
Health and safety issues	
Accident reporting	
Absence/Sickness policy and who to inform	
Vark learner style questionnaire	
Learner journey booklet	

The admission of students with special educational needs.

Students with a statement of special educational needs or education health and care plan naming the academy will be admitted.

Criteria to be applied in respect of other pupils when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)

Offers

If we can accept a referral¹ we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date², the date by which the offer should be accepted and the address to which to respond.

¹ Referrals should be accepted without further pre-admission assessment from the AP academy. Referrals should be accepted unless the following apply, the commissioner fails to fund the place, the commissioner is seeking to refer the child because the child is not academically able or the school is full.

² Within 1-2 weeks

Procedure following an offer

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

Appeals against any refusal to accept a referral

[Set out how you will handle appeals. Ideally an independent panel unconnected to the school should consider them. A couple of examples are set out at annex B]

Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process which is published here www.cirque.org.uk

If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at Academy.QUESTIONS@education.gsi.gov.uk.

Equal Opportunities

The academy is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on the school's website before the end of the preceding September (i.e. the policy for 2018 referrals will be published in September 2017). The policy will remain on the website throughout the school year.

Links to other policies

This policy should be read in conjunction with the school's other policies published here [then include links to:

- curriculum,
- induction process,
- reintegration policy,
- equal opps policy,
- complaints procedure,
- assessment policy,
- safeguarding policy;
- etc.

Annex A - Commissioning process

Point of contact

The point of contact for commissioners is Vanessa Sullivan: Principal

Local Authority commissioners

When the commissioner is a local authority, it will be purchasing places at the school. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification. The Specification will set out the obligations of the school, the commissioning authority and the child's host school so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the

agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance. The school will seek and welcome contractual arrangements with key local authorities proximal to the school. The contract monitoring review process will be on a six weekly basis in agreement with the commissioner. The school will collate demographic and outcome data gathered in relation to the pupils' needs, attendance, academic performance and behavioural presentation in the school. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

School and academy commissioners

The school will also provide similar contracting procedures for individual schools and academies.

Funding

Each full-time equivalent place in alternative provision free schools will attract base funding of £10,000 per place.

Part time places will be charged at £50 per student per day, smaller groups and specialist 1:1 tutoring at £100 per day per student.

Commissioners (schools, academies and local authorities) will provide top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the pupil's assessed needs and the cost of meeting those needs in the school, and will come from the local authority or other school that commissions the place. Prior to agreeing a referral the school will agree the level of top-up funding with the commissioner.

Annex B Appeals

Example 1:

The commissioner should write to Vanessa Sullivan outlining reasons supporting the referral and any supporting documentation. Cirque Skills Pathway CIC will consider this and reply within 15 days, stating the school's position. If a place is not granted after that process, the commissioner may make a final appeal and request a review from the academy trust. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the final appeal being received and final outcomes notified within 5 working days of the hearing.

Annex C Referral Form (Provided on Request)

Young Persons details including;

- Names
- Gender
- Address
- Name of referring school/ most recent school attended;
- Previous schools
- Year group
- UPN
- Ethnicity
- FSM
- PP
- EAL, 1st language, home language
- CiN
- CP
- LAC
- CAF

Parent. Carer details

- Names
- Relationship to young person
- Address/ contact details
- Parental responsibility contact details

Ability and Potential

- % Attendance
- Exclusions – No. incidents and No. days
- KS1 outcomes
- KS2 Teacher Assessment/ SATS
- KS3 Progress/ Teacher Assessment
- KS4 Predicted Grades
- Examining body (if accredited rate stated)
- Other assessments including;
- Reading age
- Spelling age
- CATS/ other
- PASS/ other attitudinal assessments

- Assessment reports from external professionals
- Option choices/ subjects currently studying

Agency Involvement

- Agency
- Lead Professional
- Intervention/support
- Date started and completed

Reasons for Referral

- Current challenges for the learner
- Learner needs not being met in school
- Preferred programme of study/ intervention (linked to 'ability & potential section)
- Expected duration of placement
- Expectations of placement outcomes (linked to 'ability & potential section)

Safeguarding

- Assessment of potential risk factors including;
- Offending
- Bullying
- Arson
- Physical assault
- Young carer
- Self-harm
- Sexual exploitation

Parental Consent

- Confirm parents are aware of the referral
- Confirm parents agree to the referral