

# Admissions Policy

JAMES Alternative Provision is open to learners between the ages of 11yrs and 19yrs. Pre 16yrs referrals are welcome from schools and other professional bodies, e.g. Social Services, Pupil Referral Units etc. Most students are 13-16; younger or older students are considered on an individual basis.

## Daily charge

JAMES charges on a, per learner, per day basis – 2023/2024 = from a starting price of £90.

Places can be booked from **1 day to 3** days per week.

## Process for Referral

The referring agency contacts the Management Team ([enquiries@jamesuk.org](mailto:enquiries@jamesuk.org)) on 01274 483075 for initial discussion re: the suitability of the learner and the JAMES curriculum offer.

The referring agency completes the referral form including as much relevant information as possible, which is then returned to JAMES ([enquiries@jamesuk.org](mailto:enquiries@jamesuk.org)).

Once the referral form is received an appointment is made with the referring agency, learner and/or parent/carer at the site for an initial visit, facilitated by a senior leader. At this point JAMES' expectations of the learner are made clear and the learner and parent / carer can ask questions or raise any concerns prior to acceptance of a place. The learner/guardian receives a prospectus with information on JAMES to take home.

Once a place is accepted a start date is agreed and the pattern of attendance and personalised curriculum is finalised. A consent form is completed and returned to JAMES prior to start by guardian (this is done on the initial visit where possible).

## Suitability:

A learner will be provisionally offered a place if;

- JAMES is deemed the most suitable learning placement for the young person
- The learner is interested in our curriculum offer
- Learner is excluded or at risk of exclusion, disengaged from or struggling in mainstream education.
- The learner is interested in our vocational offer and this can be used as an incentive to engage with their school curriculum
- Learner is a school refuser

In the event of over subscription places will be awarded if appropriate on a first come, first served basis from a waiting list. We cannot oversubscribe due to the high risk environment.

## Unacceptable Referrals

Risk factors such as offences, criminal activity or risk to themselves or others will be assessed and reviewed on an individual basis with a risk assessment implemented when required.

## Trial Period

A learner will be on a trial basis for a specified number of weeks, in order to determine that JAMES is the most suitable provision for their learning. For most learners this period is 2-4 weeks (dependent on if they are part time or full time with us), but can be extended due to individual requirements. Those learners for whom JAMES is deemed unsuitable within the trial period, the referrer remains responsible for providing appropriate provision after this time. Trial period will consider attendance, safety and engagement in their timetable.

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