



ADMISSIONS POLICY

Date of last review	19 November 2024
Review cycle	Annual
Policy due for review and approval by Local Governing Body	November 2025

Introduction

Saffron Valley Collegiate is a Pupil Referral Unit serving the London Borough of Croydon. The College provides full time education to Key Stage, 3 and 4 students who have been permanently excluded from school. We also provide an intervention service belonging to the Alternative Learning Trust. Its aim is to provide advice, assessment, therapeutic and educational intervention to ameliorate the difficulties and behaviours of the most challenging, troubled and disaffected students so that they can continue or return to be educated in mainstream schools.

At Key Stage 3 (KS3), the prime aim is to identify primary needs and remediate challenging secondary behaviour by prior intervention with schools, part-time and/or full attendance at the KS3 provision and supported re-integration into school. At KS4 this aim continues, although with the acceptance that continuing full-time attendance away from school at the PRU or alternative provision/s, may be most suitable for some students.

The SVC Local Governing Body oversees all provisions within Saffron Valley Collegiate. The Local Governing Body consists of members of the community, staff Governors, and the Headteacher of SVC. Decisions will be made by a simple majority vote in line with the Terms of Reference for the Local Governing Body.

The purpose of this policy is to inform parents/carers, other professionals and schools of the process of admission.

Key Staff:

Headteacher
Senior Leadership Team
SEND Department
Safeguarding Manager

Admissions

For the purpose of this policy, an academic year consists of 6 terms.

Each school accessing the service agrees to the following:

1. The school will agree to reintegrate students from SVC when those students are deemed fit by the Headteacher in agreement with the home school.
2. The school will cooperate with the Service and in addition apply resources directed to assist with the successful reintegration of students when the service professionals deem it appropriate for return to mainstream.
3. Students accommodated by the Service will remain on the role of their existing school unless they have received permission for single registration from the Local Authority.

Young people are admitted to all provisions at SVC via panel whether through completion of a referral form directly to the medical provision or via the Secondary Inclusive Practice Forum (SIP) panel. Both panels are held monthly and referrals are evaluated and considered by a multi-disciplinary team of professionals.

Young people can also be admitted to SVC as a result of a permanent exclusion from their mainstream school.

Permanently Excluded Students

All Local Authorities have a responsibility to provide full time education for all permanently excluded students who reside in that authority from the sixth day after the permanent exclusion.

Students who have been permanently excluded from school to SVC via the Local Authority's Inclusion Officer who will then contact parents/carers to offer advice regarding the exclusion procedure.