



SAFFRON VALLEY
COLLEGIATE

BE READY, BE RESPECTFUL, BE SAFE



ADMISSIONS POLICY

Date of last review	Autumn 2 2025
Review cycle	Annual
Policy due for review and approval by Local Governing Body	Autumn 2 2026

Introduction

Saffron Valley Collegiate (SVC) is a Pupil Referral Unit serving the London Borough of Croydon to provide education for students from Key Stage 3 to Key Stage 4 who have been permanently excluded from school. We also provide a 12-week intervention programme for students at risk of permanent exclusion. The aim of intervention is to provide advice, assessment, therapeutic and educational intervention to address the difficulties and behaviours of the most challenging, troubled and disaffected pupils so that they can continue or return to be educated in mainstream schools.

At Key Stage 3, SVC's primary objective is to identify pupils' underlying needs and address challenging behaviour through early intervention. This is achieved through collaborative work with mainstream schools and carefully managed reintegration programmes designed to support pupils' successful return to their home schools.

At Key Stage 4, this objective continues. However, we recognise that for some pupils, sustained full-time attendance at carefully selected alternative provision may represent the most appropriate educational pathway to support their individual needs and circumstances.

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 three full terms (six half terms).

Each school accessing the service agrees to the following:

1. The school will agree to reintegrate pupils from SVC when those pupils 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 pupils when the service professionals deem it appropriate for return to mainstream.
3. Pupils 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 SVC East 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 LA's Inclusion Officer who will contact parents/carers to offer advice regarding the exclusion procedure.