

Admissions Policy

Parental Information

JustLearn

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Just Learn is a registered independent school and OFSTED regulated tuition centre located in the heart of Mitcham town centre with easy access by car, bus, tram and underground.

At Just Learn, we take pride in the content we deliver to our students and the service we provide. We work in partnership with schools, local authorities and other relevant professionals to ensure that all students are working towards building the pathway to their future.

Having outstanding tutors is an important factor in ensuring we provide each of our students the correct guidance they require for their educational needs. At Just Learn, we ensure that all our tutors have been vetted, and DBS accredited as well as come from education-led backgrounds to ensure they understand the National Curriculum and the requirements of each student.

Just Learn caters for the following learners:

- Permanently Excluded from Mainstream Education
- Students requiring respite
- Student with Special Educational Needs
- Students that require a smaller / nurturing setting
- Students that require EAL (English as a second language)
- Private students

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place at Just Learn Independent School.

2. How to apply

Alternative Provision

A referral is provided to the retrospective school or local authority for completion. Once this is completed this is sent to Just Learn along with any supporting documentation. The method of receipt is either by electronic copy or by hard copy for the attention of the head of school.

The referral form and supporting documentation is reviewed by the head of school and a representative from the board of trustees (if required). The head of school will identify if the school can meet the needs/requirements of the individual based on the following factors:

- SEN
- Location
- Secure Unit
- Specialist Provision

Based on the above, the head of school can either accept or reject the referral received. The school may reject an applicant if the head of school and trustee/s feel that the school is unable to meet the needs of the individual or unable to support the learners' requirements.

If the referral is accepted, then the applicant is interviewed by the head of school and the board of trustees (if required). If this interview is successful, then an enrolment form is completed. The school will agree with relevant stakeholders of a start date. (refer to Appendix A)

3. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The head of school and the Proprietor's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

4. Allocation of places

4.1 Admission number

The school has an agreed admission number of 80 pupils for entry in Years 7 – 11.

4.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants suitable for the school will be offered a place (providing risk assessments have been completed).

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children based on social or medical need.

4.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

4.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e., where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils back to the referring school / LA. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

5. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

6. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

manager@justlearn.org.uk

7. Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

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Just Learns Referral Process

Stage 1: Pre-Admission

Enquiry from referring School or Local Authority

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Referral form and SLA sent to referring school or LA along with prospectus which includes prices.

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Completed referral form and SLA received from referring school / LA

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Information reviewed by Just Learn

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Any information required (reports, attendance, SEND) is requested.

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All information reviewed for Just Learn to confirm if we can meet the needs of the young person

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Just Learn to respond to request / consultation with costings.

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Referrer to then agree or disagree with referral.

Stage 2: Admission

If referrers agree we will then proceed with admissions.

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Contact is then made to the parents arranging a date for an induction at the chosen Just Learn site.

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Students and their Parent/carer will attend a meeting with the head of school / Deputy Head.

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Discussion will take place including (student's needs, contact details, uniform if required) school code of conduct is signed by parent/carer and students.

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Start date is agreed given to the student.

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Referrer is informed of the start date and any other information.

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Student is then required to attend Just Learn on this date agreed.

Stage 3 Post Admission

GL / ESOL assessments are completed. This can take more than one attempt due to learners refusing

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Students are then required to attend their lessons within the school day of 09:30 – 15:00

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Weekly attendance is sent to the referring school or the LA.

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Half termly reports are sent out to the referring school or the LA, these include the student grades and comments from teachers, behavioural support and the head of site.

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Students will then either come to the end of their program with us these could be, 6-week programs, respite before FAP, SEN students waiting for EHCP or unplaced year 11's.

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Other young people will stay with us until the end of their year 11 academic year, unless placement is found within mainstream.

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