



## **Prudentia Education Admissions Policy**

### **Policy Context**

Prudentia Education provides alternative education provision to learners aged from 12-16 years. These learners are usually struggling to engage and achieve in a mainstream school setting.

Prudentia Education adopts a personalised approach to nurture, inspire and educate our young people to assist them to overcome academic, personal and social barriers they have encountered. Prudentia Education helps each individual build on their achievements, create resilience and provide them with the skills to succeed in further education or employment.

Prudentia Education believes that all young people deserve the chance to reach their potential. We deliver an engaging gaging curriculum, which enables our learners to develop their academic, personal, social and employability skills in a safe and supportive learning environment. Our programmes aim to develop mutual respect and care in our learners and an appreciation of their local and wider communities. This enables them to identify their skills and abilities and develop them further in order to become responsible stakeholders in society.

Prudentia Education receive referrals for learners from Local Authorities, Schools, Virtual Schools and support agencies. We believe that no individual or group should be treated less favourably than others and will not discriminate in any way when considering applications.

If you would like your child to attend at Prudentia Education, you can make initial enquiries via our website [www.prudentiaeducation.co.uk](http://www.prudentiaeducation.co.uk) or please contact our office on 0151 427 8111 or alternatively 07877 167 750 and we will provide you with further information regarding the referral process.

### **To make a referral if your child is permanently excluded from a school or another education provider.**

Please to contact the Alternative Education Provision Team at your Local Authority and explain your child's position. The AEP Team will consider your request and refer to the fair access panel. Please note that this may not guarantee you a place at Prudentia Education, as a number of factors need to be taken into consideration. You may contact us at any stage of this process to find out more information on our offer and support available for you child.

**To make a referral if your child is currently attending school or another education provider.**

Please contact the school or education provider that your child currently attends and ask the Head Teacher or Head of the education provider to make a referral.

**To make a referral from a school or another education provider.**

The school or education provider will contact us to request a referral form. We will provide this as soon as possible to enable them to begin the referral process.

**Referrals from other support agencies.** Each referral agency will contact us for a referral form which will be sent to them as soon as possible to enable them to begin the referral process.

**Referrals from Virtual Schools for LAC** - The referral agency will use their own referral form to make a referral to us and we will make contact as soon as is practicable.

**Information for Parents and new learners**

Your child will be invited to attend our centre to complete some assessments / activities and meet with Prudentia Education staff before a place is confirmed. The activities your child will complete include:

- SEND screening and identification of additional educational support needs
- Online Maths and English assessments
- Completion of initial ILP and action planning, which will be agreed with your child and signed and dated.
- Learner induction, including identification of behavioural and attendance / punctuality standards required and other Prudentia Education expectations
- Relationships and Sex Education (RSE) outline and consent to deliver these lessons and the right to withdraw consent.

On completion of the assessments and activities a start date will be agreed.

We will also speak with your child's school or education provider to obtain the following documents (if applicable):

- Statement of SEN (plus appendices)
- Education, Health and Care Plan
- Learning difficulty assessment
- Medical consent card
- Individual behaviour plan
- Individual health plan

- Individual education plan/latest annual review paperwork
- Personal education plan
- Chronology
- Placement request forms
- YOT documents
- CAMHS assessments
- Risk assessments (including behaviour risk assessments)

### **General Data Protection Regulations (GDPR)**

Everybody has a right to have their personal information kept confidential, this includes the children/young people who attend Prudentia Education and their families. The school is committed to protecting pupils' and families' privacy. These rights are also part of the law, the General Data Protection Regulation.

The school receives this data, works with it, stores it and only shares it with others on the legal basis of Public Task. This means that these activities are tasks that the school has to carry out.

The school will expect every student to play their part in protecting other people's personal information (or data) which is why we ask all our learners to sign an Acceptable Use Policy. You have the right to have your data kept confidential and you have the duty to maintain other people's confidentiality.

#### **Photograph/Video consent form**

We ask learners and their parents/carer's/guardians for consent to use other data, such as your photograph or video footage. Photographic or video evidence is taken during many of the activities undertaken in lessons, during outdoor activities and visits. These photos or videos are mainly used to evidence the student's involvement in an activity or event to support their qualification work, we on occasions may wish to use these images/videos to promote the organisation and to evidence the type of curriculum that we deliver. We would only use these images/videos with consent of the young person, if under 16 we would seek consent from the learner's parent/guardian/carer.

### **Health Care Plans**

During transition from another school/education provider, Prudentia Education will liaise between previous schools/education providers and healthcare professionals, if appropriate, so that Healthcare Plans are in place when students begin their education at Prudentia Education.

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