



Cranbury College

ADMISSIONS POLICY

PLEASE NOTE THIS POLICY IS CURRENTLY BEING UPDATED.

Pupil Groups eligible to be on roll

Cranbury College is a Pupil Referral Unit that:

- Has its own DfE number and pupil count return to which pupils out of school may be enrolled
- Allows a range of options to be offered so that pupils may be helped to construct a package of support and personalised learning
- Is funded as a school with baseline and top up funding
- Is the overarching host to all provision for pupils not in a school, including Vision (16+) but with the exception of Electively Home Educated pupils.

The College population is made up of students from the following groups:

- Students who are not on the roll of a mainstream or special school due to permanent exclusion
- Students who are unable to access school currently due to medical conditions (dual role with referring school)
- Students from Reading schools attending Vision (16+)
- Students who need complex packages of behavioural support and have a statement (referred by SEN team)

Pupil Referral Unit

- Cranbury College is designated as a mixed PRU and accepts referrals for both boys and girls
- Pupils with medical and / or phobic issues will be offered the opportunity to work in regular college groups however, in the secondary phase, a group will always be kept purely for students who would find working in the wider college too difficult.
- The aim of Cranbury College is to offer new opportunities and does not refuse to educate any young person in its centres on the grounds of his/her previous poor behaviour record in school. However, when the College has strong grounds to believe that the admission of a particular pupil into a centre would seriously hamper the progress, health and safety, or development of other young people on roll, the needs of the pupils already placed will be paramount. In this case the student will be placed on an Individual Learning Package with opportunities for integration into the main college groups following evidence of progress against their 'Boxall' profile and progression plan.

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- Permanently excluded pupils may have a Statement of Special Educational Need, however a PRU should not normally be named as long-term provision; currently Cranbury College is managing some 'Complex Packages' on behalf of Reading Borough Council's Commissioning Team and the SEN Assessment Team for pupils with very complex needs whilst a special school is sought or for those whose needs cannot be met in a special school

Admission and referral process

Exclusions

When a student is permanently excluded from school Cranbury College is notified by the school within 24 hours (this may be longer for exclusions from out-of-borough schools). The admissions process:-

- The child and family are contacted and an initial interview arranged with the Deputy Head Teacher or SENCo
- Baseline testing is arranged including a Boxall Profile (which is completed in collaboration with the excluding school)
- A personalised timetable is devised by Cranbury College senior managers to meet the pupil's needs
- The student will be offered an education programme from Day 6 after a permanent exclusion.
- If the student is in care, provision will be made from Day 1 of a permanent exclusion where prompt notification allows this.
- A Key Worker is assigned with induction into the College
- A review meeting is held with pupil and parents after 4-8 weeks (depending on the nature of the permanent exclusions and the pupil's needs)

Pupils with Medical Needs

When a child is identified by CAMHS, psychiatric hospital or other hospital consultant as having a psychological or medical reason for not attending school they will, on request from school, provide a statement outlining the child's difficulties and state that these difficulties will prevent the child from attending school. Schools should refer the child to Cranbury College using a Medical Referral form and attaching medical evidence from the appropriate medical professional. This referral will be considered at Cranbury College Admissions panel and, if accepted, an education plan will be devised. The student will be offered an education package and will remain on the role of the referring school and dual role at Cranbury College. The school retains the responsibility for the pupil. Termly (every six weeks)

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reviews are held in school in order to move the pupil back into school as quickly as possible.

Referrals from Pupil Admission Meeting (Secondary phase)

Referrals from Pupil Admission Meeting (which administers the Fair Access Protocol) can be made by the Local Authority Admissions Officer as an interim or emergency placement. This may include pupils who have moved into the area who were attending a PRU as a permanently excluded pupil immediately before arriving in Reading. The student will be offered an education package within two school weeks if accepted at panel.

Reviewed by Cranbury College Management Committee: September 2015

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