Dorset Trade Skills

**Admission Policy**

**May 2023**

**Review date May 2024**

**Admissions Policy**

Dorset Trade Skills is an alternative provision based at Archard House, Waverley Rd, Weymouth, Dorset, DT3 5HL. [www.dorsettradeskills.co.uk](http://www.dorsettradeskills.co.uk) tell: 01305 830221

Dorset Trade Skills is an alternative provision for students, aged 11 +, who are disaffected with mainstream education and /or Dual registered. This includes students who are at risk of exclusion, have self-excluded themselves, as well as those who have been excluded from mainstream education.

**THE ADMISSION OF STUDENTS DORSET TRADE SKILLS (SW) LIMITED**

Referrals are made though Schools/Academies and/or through the LA**.**

**Admission is based on the following 2 criteria:**

1. Can DTS offer the learners suitable education and support?
2. Does the student present with behaviour, both social and learning, that enables them to be safely supported by current staffing levels?

**Students who pose a significant safety risk to themselves or others may need to be supported by carers/support staff to enable them to engage in a safe environment for themselves and others. DTS will support this.**

# REFERRAL PROCEDURE AND TARGETS

1. Referral received and logged.
2. Complete referral/expression of Interest (as appropriate)
3. Referral form from DTS to be completed.
4. Interview (on-site) with student, support worker/mentor and parent/s/carers.
5. Decision made within 48 hours.
	* If suitable, start the induction process.
	* If not suitable, refer back to School or LA**.**
6. Parental consent, off site learning forms and welcome pack given to Parents/career’s to complete before commencement of placement at DTS.
7. Diagnostic assessment process and curriculum planning process.

**SEN**

Children with a statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHCP) that names a centre will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the centre.

**Pupils with Disabilities**

Children with disabilities will be treated no less favorably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Disability Discrimination Act (amended). DTS will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code.

**Fair Access Protocol**

DTS is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Children with a history of challenging behaviour and those deemed vulnerable are placed in centres using the Fair Access Protocol. This ensures they are offered an appropriate education placement as quickly as possible.

The Fair Access Panel consists of representatives from Dorset centres, the local authority and other agencies. The panel considers all information available and the child’s individual circumstances to make an informed decision as to what centre would best meet the child’s needs.

DTS submit an annual safeguarding audit to the local authority.

END OF POLICY

To be reviewed Feb 2023 or prior to any status change