



ALP Schools Admissions Policy

**146-148 Park View Road
Welling
Greater London
DA16 1SR**

ALP Schools specialise in providing emergency, short, medium and long term placements for learner.

ALP Schools admit learners who have been referred to them by local education authorities. The local authority funds the placement. These learners can be placed upon the school's roll. Alternatively, we also accept referrals from local schools, college and partnerships providing that they are willing and able to fund the placement. These may remain on roll at another establishment but spend an agreed time being educated within our school.

ALP Schools does not admit learners who are privately funded.

Learners who are admitted to the school are referred for the following reasons:

- They have been permanently excluded from a school or are in danger of being excluded from school.
- They have one or more of the following learning difficulties: Autism, Asperger's Syndrome, Attention Deficit Hyperactivity Disorder (ADHD), Tourette's Syndrome, Pathological Demand Avoidance or another condition that leads to behavioural or/and social communication difficulties.
- They have an Education, Health, Care Plan

The length of a placement is negotiable and can be as short or as long as necessary and in the best interests of the learner.

Contact with the local education authority or other educational providers is by one of the following methods:

- Telephone
- Email
- Letter

Assessment process

In most cases, a home visit or school visit is offered. This is based on the following:

- Does the school have a vacancy on its roll? Where a vacancy is available, an initial assessment for a placement is made based on the documentation provided. This assessment will consist of the SMT reviewing all paperwork provided, and deciding whether or not to engage.
- Can the school meet the needs of the learner? If a decision is made to engage, and following either a home or school visit, the potential student will be offered a minimum of 2 trial days (these may be full or half days, and will be decided in agreement with parents/carers/social workers/SEN officer).
- Following taster days, a final decision on a placement offer will be made by the SMT. If the placement is confirmed by both the school and local authority (usually following a decision at SEN Panel), an admission date for the placement will be arranged.

A response is usually made by ALP Schools within 3 working days of receiving the placement request. Once a request for a placement has been accepted a senior member of staff either goes to visit the family at their home or arranges for the parents and child to come to the school for a visit.

The time between accepting a placement and the learner starting can vary for a variety of reasons. This can be due to the availability of space and human and physical resources within the school. It can also depend on the needs of the learner who may require a gradual or planned transition into school.

Once the placement has been accepted and the admission form has been signed by the parent and learner the school will do its best to agree a smooth and timely transition into the school that suits the needs of all parties.

The school is Ofsted registered and therefore admissions into the school are limited. If we are at capacity the referring body will be made aware of this and the learner can be added to a waiting list and / or seek a placement elsewhere.

The school operates with a Service Level Agreement which is provided to the referring Local Authority or Organisation upon request or when the first placement commences.