

The Hollies PRU

Admissions Policy

The Hollies PRU admits pupils at KS3 & KS4, who are either still on school roll and attending the PRU, or who are permanently excluded.

Referrals to The Hollies for pupils who are still on school roll and for pupils who are permanently excluded will take place via the District Inclusion Panel (DIP). This referral will be made to the Panel using the Inclusion Panel Referral Form. The referral will be made to the DIP by the School Education Inclusion Manager, Education Welfare Service or other appropriate agency.

Once it has been agreed by the Inclusion Panel that a pupil will be referred to the PRU, the following actions will be carried out by members of PRU staff.

- An informal visit will be arranged for the young person and parents / carers to see the PRU and discuss the work of the PRU
- Following this meeting the parents / carers need to confirm that they are happy with all arrangements and that their child will be committed to attending
- The pupil and parents / carers will then be invited to attend a formal admission meeting along with the Head Teacher, a representative from the referring school (if appropriate) and any other agencies involved with the pupil. The purpose of this meeting will be to:-

Complete a Basic Pupil Information sheet (see attached)

Discuss reasons for the pupils' referral

Discuss and agree proposed period of attendance

Discuss involvement of other agencies

Discuss the process for the monitoring and evaluation of pupils' progress

Agree and approve a start date

- Following the admission meeting, an induction period will commence where information gathering of baseline academic achievement will be conducted
- This information will then form a pupils' Individual Education Plan (IEP), a copy of which will be supplied to parents / carers and other appropriate agencies
- Each pupil will also be involved in compiling an Individual Behaviour Plan (IBP), which will also be supplied to parents / carers and other appropriate agencies

- Staff will be in weekly contact with parents / carers to keep them updated of their child's progress
- An educational review will be held every term to discuss pupils' progress and ongoing educational pathways

November 2016

Review November 2017

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