

EP Admissions - Arrangements / Register Policy and Procedure

Admissions

All of our referrals come directly from the Special Educational Needs team at West Berkshire Council (WBC). All students referred to EP will have an Education, Health and Care Plan (EHCP). Parents / Carers are unable to 'choose' EP as an option for secondary education in the first instance.

Admissions Register

Engaging Potential (EP) recognises that the admissions register is subject to the Education (Pupil Registration) (England) Regulations 2006, and observes its duty under these regulations to inform the local authority of any young person with 10 continuous days of unauthorised absence; any young person who fails to attend regularly; and any deletion from the admissions register where the school the young person is moving to is not known.

In line with the regulations, the admissions register includes the following information about young people:

- Full Name (names are in alphabetical order)
- Gender
- Name and Address of All parents/guardian with an indication of the parent / guardian with whom the young person normally resides
- At least one telephone number at which a parent / guardian can be contacted in an emergency
- Date of birth
- Date of admission/readmission
- Name and address of previous school
- Pupils Moving to a New Address and/or School
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and

Procedure

At EP, the Centre Manager is responsible for maintaining the admissions register. All entries are made electronically and the register can be printed.

The following procedures are followed:

- A pupil is included on the register from the beginning of the first day which EP has agreed, or been notified, that the pupil will attend.
- The register is completed at the beginning of the morning and the afternoon sessions
- The register is completed using information stipulated in section 6 of the Education (Pupil Registration) (England) Regulations 2006
- Any inclusion or deletion from the register is made by the Centre Manager. When making adjustments, the original entry remains clearly visible
- The register is backed-up on a daily basis, and all entries on the register are kept for a minimum of three years
- The admissions register can be printed out if required

Procedure for following up non-attendance

The majority of young people are transported to EP using taxis. A few are encouraged to make their own way using public transport or other means.

EP approaches attendance on an individual basis, and uses methods that are based on the needs of the young person. For example, where necessary, wake up calls are agreed with the young person to ensure they are out of bed and ready to travel to school and engage with the school day.

In the event of non-attendance, it is necessary to establish the reason, for the purposes of monitoring. The following procedure is followed when following up non-attendance:

1. In the first instance, the Centre Manager will phone the young person and attempt to establish the reason for non-attendance
2. In the event of not being able to contact the young person, the parents/carers will be contacted by the Centre Manager and asked to investigate the reasons for the non-attendance.
3. If parents/carers cannot be contacted, then the young person's mentor may visit their residence to try and establish contact. This will be subject to permissions from the young person, and the At Risk Working Procedure is observed in this instance.