



Putting young people first

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# **WHEELS VOCATIONAL & LIFE SKILLS CENTRE**

## **Admissions Policy**

**Adopted September 2013**

**Date of Last Review: September 2023**

**Next Review: September 2024**

Company Registration No. 06608327

Registered Charity No. 1157795

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# WHEELS VOCATIONAL AND LIFE SKILLS CENTRE

## ADMISSION POLICY

Pupils will be admitted in accordance with the protocols set out within this document but without reference to ability or aptitude. Children will not be discriminated against as laid down by The Human Rights Act 1998, The Equality Act 2010 and The Children and Families Act 2014.

The number of students admitted will be determined by the Approved Admission Number in force each September and subject to safe Staffing ratios to reflect the needs of all students in the care of the Centre.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit, if any.

- a) First priority for admission shall be given to relevant children looked after, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical/behavioural condition” where Centre is the *most appropriate* Centre to meet the condition.

*(Parents/Authorities must provide supportive information from the child’s Hospital Consultant/Educational Psychologist/most recent Headteacher at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another setting. Parents/Authorities should also indicate why Wheels Vocational Life Skills Centre is the most appropriate to meet their child’s condition rather than any other setting.)*

### d) Notes

- Relevant children looked after means children who are looked after by a local authority in accordance with the Children Act 2004 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services function.
- An adoption order is an order under The Adoptions and Children Act 2006. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under The Children Act 2004. The Children Act 2004 also defines a special guardianship order as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
- The decision of the Senior Leadership Team will be final in category (d) above to decide who has the highest priority for admission, subject to Staffing.

### Application Process

All applications will be co-ordinated via the Home School of the applicant and Wheels Vocational and Life Skills Centre. The application must comply with the following:

- Initial referral by a representative of the home Centre.
- Student and Parent/Carer interview with a member of the Senior Leadership Team of Wheels Vocational Life Skills Centre .
- Full disclosure of events leading to application for admission.
- Behaviour Log, Intervention Strategies and Outcomes must be provided.
- Assessment of Student’s needs and Home School data or similar documentation.
- Agreement with Policies and Protocols of Wheels Vocational Life Skills Centre.

- Subject to the above being satisfactory and all applicable documents signed, an eight week probationary period will be effected. A phased introduction is sometimes necessary and Student/Parent/Carer and Home school will be informed of this at the final interview stage before admission takes place.
- Regular review meetings or contact with Parent/Carer and Home school may be necessary during the probationary period to ensure that the needs of the student are being met by admission to Wheels Vocational Life Skills Centre.
- Following a successful probationary period, the student will be offered a place at Wheels Vocational Life Skills Centre, subject to all other Policies and Agreements of the Centre with Parent/Carer /Home School representatives.

### **Waiting Lists**

If the Centre is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the Centre's published admissions criteria and the list will operate from the point of allocation of places.

Inclusion on a Centre's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the Centre agree they can admit subject to Staffing) will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

### **Day Students**

The above procedures will be followed for the admission of Day Students. It is usual for these students to be "Dual Registered" and on the agreed day(s) the student attends Wheels Vocational Life Skills Centre, the home Centre will be informed of attendance either electronically or by telephone contact. (Appendix 1).

Should a Day Student fail to engage with the ethos and Policies of the Centre, they risk losing their placement, subject to all normal protocols and procedures. Should it be the decision of the Senior Leadership Team to refuse to accept the student on site, the student, Parent/carers and home school will be informed via the usual channels. The student immediately becomes the home school's responsibility and will no longer be on Wheels Vocational and Life Skills Centre register. The student must attend their home school the following school day.

The Senior Leadership Team decision is final in all aspects relating to the admission of students.

This Policy is subject to all other documents and policies appertaining to Wheels Vocational Life Skills Centre.

## PROVISION FOR DUAL REGISTERED STUDENTS

### Introduction

This document forms an Agreement between the Home School and Wheels Vocational Life Skills Centre in respect of the student named below. It is intended to clarify the educational provision for the student and who is responsible for each aspect of the same.

<b>Name:</b>			<b>Year:</b>		
<b>Home School:</b>					
<b>Desired Start Date:</b>					
<b>Days to Attend Wheels Vocational Life Skills Centre:</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Desired Duration of Placement subject to Admission Policy and 8 week Probationary Period.					
<b>Specific Curricular Activities at Home School (if any)</b>		<b>Curriculum Provision</b>		<b>BCWS Responsible</b>	
		IMI Motor Vehicle (Certificate In Automotive Maintenance)		Level 1	Level 2
		Vocational Studies (BTEC in Vocational Studies)		Level 1	Level 2
		AIM Life Skills		Level 1	Level 2
		Duke of Edinburgh Award		Bronze	Silver Gold
Note: Attendance and Duration of Placement will affect the possible outcomes of these Vocational Awards.					
Note: Wheels Vocational and Life Skills Centre requires all Home Schools to provide realistic targets for their students based upon empirical evidence from moderated sources where possible. Learning Support Data and/or SEND information where available/applicable, should also accompany the Student's Learning Passport so that targeted support is available whilst the student is in the care of Wheels Vocational and Life Skills Centre.					

## **Safeguarding**

Wheels Vocational and Life Skills Centre acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and DfE requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of education in a safe and child centred environment and are protected from abuse whilst participating in learning.

Wheels Vocational and Life Skills Centre acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy (a full copy of which can be located [here](#)) Wheels Vocational and Life Skills Centre will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals.
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved at our Centre. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal from employment at Wheels Vocational and Life Skills Centre.

## **Monitoring**

The policy will be reviewed every year, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by Dudley (Safeguarding) Children's Services.

BCW School Designated Safeguarding Staff:

Jason Garratt (Lead DSL) – [jason.garratt@bcwschool.co.uk](mailto:jason.garratt@bcwschool.co.uk)  
Clare Dulson – [clare.dulson@bcwschool.co.uk](mailto:clare.dulson@bcwschool.co.uk)

## **Health and Safety**

Wheels Vocational and Life Skills Centre recognises and accepts its responsibilities for Health & Safety of its students by ensuring, so far as is reasonably practical, to:

- establish and maintain a safe and healthy environment throughout the site
- establish and maintain safe working procedures between staff and students
- make arrangements for ensuring safety and absence of risk to students' health in connection with the use, handling, storage and transport of any articles or substances
- ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure they have access to health & safety training as appropriate, or as and when provided
- maintain that all areas are in a condition that is safe and without risk to health and to provide and maintain means of access that are safe and without risk
- formulate effective procedures in case of fire and for evacuating the premises
- prepare an emergency evacuation procedure and prepare for regular practice drills (normally once a term) to take place and the results recorded
- lay down procedures in case of accident.
- teach health and safety as part of the students' duties
- provide and maintain adequate welfare facilities
- ensure all staff are aware of the health and safety policies and procedures.

Wheels Vocational and Life Skills Centre also accepts responsibility to protect the health and safety of other persons, staff and visitors in order for them to fulfil their roles. Visitors to the site are also required at all times to observe the safety rules set down by Wheels Vocational and Life Skills Centre.

Wheels Vocational and Life Skills Centre accepts that health and safety is a responsibility which requires the commitment and active participation of all staff.

## **Attendance**

We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education it is vital that they attend regularly and arrive at our provision, on time, each day that they are expected, unless the reason for the absence is unavoidable.

Wheels Vocational and Life Skills Centre ; is committed to the provision of a full, rich and appropriate education for all of its students and acknowledges that education is vital to raising the aspirations of all students.

It is very important therefore that you make sure that our students attend regularly and our [Attendance and Punctuality Policy](#) sets out how together we will achieve this.

### **Aim and Objective**

- Wheels Vocational and Life Skills Centre aim's and objectives drive our commitment to establish and maintain levels of attendance as in the Wheels VLS Centre Attendance Policy.
- We will ensure that our policy and procedures with regards to attendance and punctuality are regularly reviewed to ensure they are effective and applied consistently in practice.
- We will ensure that registers are completed accurately, to provide reliable data, which will be used to identify those students whose attendance level is likely to impact on their ability to fulfil their potential and achieve their predicted attainment level.
- We will communicate with our student's Home School on a day and weekly basis in relation to students attendance, absence and punctuality.
- Telephone the parent/carer on the first day of absence if we have not already been informed.
- Contact the student's home school on the first day of absence to notify of student absence and/or reason for absence and parent communication outcome.

### **If a student is late we will:**

The school day starts at 9.30am and we expect our students to be in class at that time.

Registers will be completed **within 15 minutes of the agreed start time** and students will receive a late mark if they are not in by that time.

**45 minutes** after the start of the school day, the register will be closed. In accordance with the Regulations, if a student arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence.

Wheels Vocational and Life Skills Centre will communicate attendance and punctuality information and/or concerns to the a student's home school on a regular basis.

**General Agreement**

<b>Documentation/Agreement Received by Wheels Vocational and Life Skills Centre</b>	<b>Yes</b>	<b>No</b>	<b>To Follow</b>
Student and Parent/Carers Contact Details			
Home School Data / Information			
Consent Forms			
Medical History and Information			
Attendance Policy Agreement			
Behaviour Policy Agreement			
Student Use of ICT Agreement			
Payment - Examination Entry Fee/s			
Payment – PPE (Overalls and/or Boots)			
Any items to follow are to be completed and returned by:			
<p>It is agreed by the Home School and Wheels Vocational and Life Skills Centre that there will be regular communication in relation to the student named.  Wheels VLS Centre will provide progress data at set times of each term to ensure accurate tracking by the Home School.  Visits by Home School Staff are welcomed and encouraged <b>by appointment</b>.</p>			

This document is signed and agreed on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by:

\_\_\_\_\_ The Home School  
(Please print name and Position Held)

And \_\_\_\_\_ Wheels Vocational and Life Skills Centre  
**Clare Dulson – Centre Business Manager**