

Venture Learning

Admissions Policy

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Introduction

Venture Learning is an Alternative Provision for students in Key Stage 3 and 4. We offer bespoke educational support packages to young people who are at risk of exclusion from mainstream secondary schools. As such, we work closely with the commissioning school throughout the referral and admissions process to ensure that our provision is best placed to meet the needs of each young person and their school. The procedures for referral and admission will be outlined in this policy.

Venture Learning will provide education for up to a maximum of 20 full-time equivalent students aged 11-16. These places will be a mix of full-time (max. 4) and part-time packages. Young people attending Venture Learning will remain on the roll of the commissioning school.

To acquire a place at Venture Learning, young people must be referred by an educational establishment or by the local authority.

Venture Learning specialises in providing places for those who are at risk of permanent exclusion. As such, we reserve the right to refuse a place to a prospective student if we feel it will put the wider cohort at risk. In some circumstance, we may accept a student on the provisio that their placement can only consist of designated sessions.

Venture Learning does not discriminate against prospective students on the grounds of race, religion and belief, sexual orientation or gender expression (refer to the Equalities Policy).

Key Staff and Contacts

Provision Based Contacts

Name	Role
Rhys Griffiths	**Head of Provision**
Holly Crann	**Deputy Head of Provision**
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Section 1: Commissioning Process

All prospective students must be nominated by a school or local authority who lead the commissioning process. Parents/carers and students cannot apply for a place themselves.

1.1 Point of Contact

The point of contact for commissioners is Rhys Griffiths, Head of Provision. In the first instance, Venture Learning should be contacted directly to instigate the commissioning process. There is a contact form on the website or commissioners can enquire by phone. All details are included on Page 3 of this document.

Venture Learning will advise the commissioner of the availability of places and discuss possible provision offers.

1.2 Referral Documentation

In order to assess the suitability of our provision for a prospective student, Venture Learning will require a suitable depth of information about the young person and their needs.

Venture Learning will issue a referral form to the commissioner. If they have already filled in a local authority alternative provision form they may provide a copy of this instead.

The commissioner should provide a Previous School Information form. Venture Learning can issue this form to the commissioner if required.

Venture Learning require the commissioner to provide the most up-to-date risk assessment for the young person.

Commissioners should also provide any and all relevant documentation they may have for the young person, including but not limited to: pupil profiles; individual education plans; behaviour pathways; provision maps; EHC plans.

1.3 Meeting

Venture Learning will not offer a place until we have met the prospective student. We encourage a representative from the commissioning school to meet with us at the same time as parents/carers and the young person at Venture Learning.

1.4 Offering a Place

When all the above stages are completed Venture Learning will decide whether or not to offer a place. If we offer a place we will complete a Service Level Agreement with the commissioner.

The conditions of the placement will be agreed (for example, designated sessions) and a start date will be set. Venture Learning will schedule an induction prior to, or at the onset of, the placement starting. This must be completed before the young person starts accessing the provision.

Details of the placement will be confirmed in writing to the parents/carers of the student.