



Helping Youth & Community from Start to Finish

## **Admissions Statement 2023-2024**

OnTrak recognises that students attend alternative provision for different reasons. We also recognise that each situation must be assessed on its own circumstances; each student's individual reactions and needs must be taken fully into account. We cannot have 'standard procedures' for all students that attend OnTrak. Where we have concerns about the behaviour of a student, we will communicate these concerns to the POC / SLT / SEND / Pastoral / staff / other to discuss the best course of action and to record behaviours and concerns. We will consider requesting an emergency annual review or interim/emergency review.

OnTrak receives its students ONLY through referral from a school, Local Authority, virtual school and care home charged with finding an education placement. OnTrak currently deals with boys (11-19 years old) but have taken girls on an individual basis through assessment and the needs of the student. We also have some older students based on their EHCP's and vulnerable adult status. We currently have up to 12-15 students per day at any one time to allow staff to give each student the time and support as it is needed. We accept students with EHCP's but as stated, OnTrak's busy workshop environment must be suitable for the student to ensure that everyone feels safe, secure and comfortable in this learning environment. In addition, some students will require a support worker to attend their placement with them which can be a member of staff from the referring organisation or an external provider.

For our expected behaviours, student code of conduct and exclusion statement, see our Behaviour Policy and Behaviour Principles.

Everyone is welcome to attend OnTrak (see our Equality, Diversity, Inclusion and Cohesion Policy) and each student is given the tour with their supporting adults and they can decide if they want a placement at OnTrak – the decision is entirely made by the student. If there is no space, that student will be put on our waiting list and the referee will be contacted with regards to a start date when a space becomes available.

Student registration packs, Service Level Agreements (SLAs) and all EHCP's and other relevant information pertaining to that student (including all behavioural, safety and safeguarding concerns and any other settings that they have attended) must be completed and signed BEFORE a student can start their placement; otherwise they may be refused entry. We only ask that we have a truthful outline of the student so that we are best placed to support that student.

OnTrak is an independent alternative provision and the Head of the centre is at liberty to refuse a student a placement should that student present certain behaviours outlined within the Behaviour Policy.

This Admissions Statement is due for review by 31<sup>st</sup> August 2024.