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**The Forge School**

**Admissions Policy**

Date: February 2025

Reviewed: June 2022

Ratified by Governors: To be ratified

Next review due: February 2026

Person responsible: Daniel Smith

**Context**

Pupils who have been permanently excluded from their school will be referred to The Forge by the local authority.

As a school we recognise that this can be a challenging and stressful time for the child and their family and carers.

The purpose of the admissions policy is to provide care and support to sensitively help the parent/carer and child through the transfer process and to ensure that pupils and their parent/carers receive accurate information and guidance from The Forge School on their options and choices following the referral.

In this policy we aim to:

• Provide an admission process that is fair and comprehensive.

• Explain the process for admissions so that families, carers and pupils know what to expect at each stage.

• To support pupils and their parent/carers through the process.

• Explore the reasons for the referral and begin to manage circumstances that resulted in a permanent exclusion.

• Fully explain to parent/carers the responsibilities and duties of The Forge School.

• Fully consult with parent/carers and pupils throughout the process.

• Create and maintain a positive, purposeful working relationship with the pupil and parent/carer.

This policy relates to the school’s duty to support families and pupils so that they fully understand and engage in our school approach ensuring everyone understands the relationship between school and other agencies including the social care, health professionals and the police to assess the needs of students who are on roll at The Forge School.

**Process & Procedure**

Notification of a permanent exclusion from a local school comes to us via the Local Authority.

The Forge School will respond to the exclusion notice through the following process:

1. Contact the school from which the pupil has been excluded to complete our Pupil Admissions forms, gather pupil & safeguarding information & discuss any other relevant matters relating to the pupil.
2. Contact the family within 14 working days of receipt of the permanent exclusion notification (or as soon as details can be obtained from the sending school if these are not provided via the referral from the Local Authority) to notify of the allocation request made.
3. Arrange for the pupil and parent carer to visit The Forge to complete an introductory meeting and tour of the school. The introductory meeting is completed by two of our staff with the pupil, parents/carers (and any other appropriate acquaintances). They will discuss family, social and emotional situations, developmental history and any other points which may be relevant to creating a good understanding of the pupil and their individual circumstances.
4. Upon completion of the introductory meeting and collation of all relevant paperwork, should a placement at The Forge be deemed in the pupil’s best interests and an appropriate/suitable provision, if required, a transport request will be submitted to Worcester County Council, a start date letter will then be sent to parent carers and the pupil notifying them of their first expected day at The Forge along with their induction timetable.
5. The Forge School will arrange as part of their induction for the pupil to visit The Forge to complete academic baselines and assessments in the first instance in order for us to provide the correct level of learning and to meet the individual needs of the student. This also enables us to put any additional support into place as required. The wellbeing and care of our pupils is paramount: pupils are free to request mentoring sessions which are open to all pupils. Our pastoral team meets weekly to discuss pupils’ needs as they become apparent.