



HARMONIZE ACADEMY

ADMISSIONS POLICY

Document Information	
Admissions Policy	
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Responsible Harmonize Academy Manager	Marie McConville Vice-Principal
Date approved by Governing Body	
Signed (by or on behalf of Governing Body)	
Policy review date	August 2016

ADMISSION POLICY

Harmonize Academy is an alternative provision free school for students, aged 12-16, who are disaffected with mainstream education. This includes students who are at risk of exclusion, have self-excluded themselves as well as those who have been excluded from mainstream education.

Referral is made either privately, through Schools/Academies, or through the LA Fair Access Panel.

Admission is based on the following 2 criteria

Can Harmonize offer the learners suitable education and support

Does the student present with behaviour, both social and learning, that enables them to be safely supported by current staffing levels.

Students who pose a significant safety risk to themselves or others are not able to be accepted at Harmonize.

REFERRAL PROCEDURE AND TARGETS

1. Referral received and logged. Information gathered
2. Student contacted by phone/mail
3. Interview (on-site) with support worker/mentor and parent/s/carers
4. Further information gathering at interview
5. Decision made at end of interview
 - If suitable, start on Introduction Programme and six week trial
 - If not suitable, refer back to School or LA.

ADMISSION PROCEDURE

Admission starts with an Individual Learning Plan for an introduction program, discussed with the student and parents/carers. There then follows a six week introductory period that acts as a time for assessment. This period can vary in length and intensity, depending on the student. For example, for learners it is inappropriate to do formal testing straight away because of their level of disaffection; for others their attendance may be the main issue.

In the case of being unsuitable for a student we will try our utmost to secure a more appropriate placement for the student, as well as help them and their parents/carers to understand the reasons why the student is not suitable.

This cautious approach also aims to eliminate the need for exclusions from Harmonize Academy.

ONWARD REFERRAL

Students are referred onward before their leaving date if they present with learning or behavioural problems that are not suitable for Harmonize Academy. This is a SLT decision and the reasons are documented in the student file. In all circumstances we will undertake to refer the student on to a more appropriate learning facility or back to the Exclusion Panel.

RISK ASSESSMENT

The following chart (part of our Behaviour Support Plan) is used to assess risk at admission and is also used to determine behaviour and disruption levels during the day. If a student is troublesome a monitoring process is established to assess the student, their behavioural triggers, effectiveness of guidance and risk to other students.

ADMISSIONS REGISTER

Harmonize maintains an Admissions register showing the student referred, the source of referral, year group and date of admission. Attendance is monitored in every lesson and reported to referring schools/LA every day.

BEHAVIOUR LEVELS

LEVEL	DESCRIPTION	EVIDENCE
1	<ul style="list-style-type: none"> • No/minor incidents in classroom or at other times • Excitable but controllable in class • Successful learner • Self-motivated 	<ul style="list-style-type: none"> • Seldom or occasional reminders
2	<ul style="list-style-type: none"> • Classroom disruption and incidents between class • Minor and acceptable risk • Verbal/non-verbal aggression 	<ul style="list-style-type: none"> • Frequent reminders • Removed from class/talked to in office 1/week • Incidence sheets • Classroom reports
3	<ul style="list-style-type: none"> • Refusal to work • Refusal to co-operate • Constant disturbance to class and own learning. • Verbal abuse to people on site • Significant safety risk from careless, reckless or aggressive behaviour 	<ul style="list-style-type: none"> • Frequent removal from class • Frequent statements against • Frequent brought into office • Little/ no evidence work in the class
4	<ul style="list-style-type: none"> • Definitive risk of aggression, bullying or antisocial behaviour threatening the safety of people on site 	<ul style="list-style-type: none"> • Not suitable for on-site education



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Referral Form

Referrers Details		Date Referral Received	
Name		Organisation	
Contact No.		Address	
Fax No.			
Email Address		Postcode	

Young Person's Details				
Name		DOB		Age:
Address				
Contact No.		Ethnic Origin		Gender M F

Young Person's Emergency Contact & Consent Form			
Name		Parent/Carer	
Address			
Tele No.		Mobile No.	

Course Consent

I give my permission for To take part in this course, which will include taking part in some activities off-site from The Liverpool Lighthouse, Oakfield Road, Anfield, Liverpool, L4 0UF.

Marketing & Research Consent

I give my consent for any photographs or video footage recorded during the course to be used in promotional material, by the organisation and funders. I agree to any findings from the project being shared publicly.

Medical Consent

In the event of any accident or illness, I consent to any necessary medical treatment (which may include the use of anaesthetics) by a recognized qualified person providing that every effort has been made to contact me and failed and if the delay in obtaining my own consent is considered inadvisable by the medical professionals concerned.

Signed		Date	
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All information recorded in this form will be treated in the strictest confidence.

Young Person's Background: Please tell us as much useful information as possible that

will help us when working with this young person

Reason for referral onto course?		Does the young person have any special learning needs? Eg dyslexia, large print, basic skills needs	
Does the young person have a criminal record or are they subject to any orders? If yes please state.		Does the young person have a medical condition? Eg asthma, epilepsy...	
Please describe the young persons background eg behaviour, school history, why they were excluded from school and any other relevant information.			
Area's of concern	<p>Drug/Alcohol abuse <input type="checkbox"/></p> <p>Suicide/Self Harming <input type="checkbox"/></p> <p>Violence <input type="checkbox"/></p> <p>Relationships <input type="checkbox"/></p> <p>Arson <input type="checkbox"/></p>	How matured is the Young Person in developing their skills	
If you have ticked one of the above please use this space to explain: (please attach a separate piece of paper if you need to)			
Any other information you feel is important for us to consider. (please attach any reports relevant to this applicant)			
Signed:		Date:	



HARMONIZE ACADEMY

Name: _____

- Participate in all lessons, arrive on time and attend every day
- Be focused and follow instructions
- Support others by not skitting to help build trust
- Respect the room, equipment and other parts of the building
- Take responsibility for own behaviour
- No touch, keep hands and feet to yourself
- Help support others who may be having a difficult day
- You must take support from staff if feeling upset or angry
- No swearing at anytime and respect others at all times
- Hand in mobiles, iPods etc to staff at the start of the day
- Listen to others – One speaker
- Only eat food and drinks during breaks and clean up afterwards
- Not to smoke in the building
- Not to bring or use alcohol or drugs on the premises (if we suspect that students have taken drugs or alcohol they will be sent home)
- Not to leave the premises without permission
- Come prepared for sessions with appropriate equipment, clothing etc.

Aim to achieve, be an active and valuable member of a team. Enjoy the course!

Signed:

Signed:

Date: