Authorisation and Amendment Record

Version No.	Reason for Re-Issue	Date of Re-issue:	Prepared By:	Authorised By:	
0	Not applicable. First Draft	N/A	VR	VS / SJ	
1	Implementation				
2	Updated August 2020	10/08/20	VS	SJ	
3	Updated November 2020	17/8/20	VS	SJ	
4	Updated June 2021	26/06/2021	DT	S Joyce	
5	Updated September 2022	04/09/2022	SJ	S Joyce	
6	Updated September 2023	04/09/23	VJ	SJ	

Introductory statement

Cirque Skills Pathway CIC is an Alternative Provision operating on a part time basis.

The aim of Cirque is to re-engage its students into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

Number of places available

The provision will provide education for up to 56 part time students aged 13-16

Registration arrangements

We work with Doncaster Metropolitan Borough Council, Schools, PRU, full time Alternative Provisions and DCST, to support permanent exclusions and finding an alternative solution to students who may have been excluded permanently or at risk of expulsion.

Students will be on the main roll/register of their principal school/academy or referred directly through the local authority or Doncaster Children's Services, however, attend Cirque 2-4 days per week. This is not a full-time provision. Cirque will report attendance daily and liaise with members of staff and support agencies in relation to behaviour, progress and any issues relating to safeguarding.

Students will be expected to adhere to our behaviour and attendance policy whilst in our provision.

Students supported by the school

The school will specialise in providing places for:

- Those who have been permanently excluded or who are at risk of permanent exclusion;
- Students with special educational needs, with or without an ECHP where specialist wraparound support is required.

Referral arrangements

To acquire a place at the school, students must be referred by an educational establishment or local authority (commissioners) and the documentation must contain all the relevant information required to assess whether the student is suitable for education at Cirque and vice versa. No offer of a place will be made until the documents are in place and have been reviewed.

Commissioning process

Point of contact

The point of contact for commissioners is Vanessa Jones (Principle, vanessa.jones@cirque.org.uk)

Once a commissioner contacts Cirque, the Principle will be the main point of contact.

The admission of students with special educational needs.

Students with a statement of special educational needs or education health and care plan naming the provision will be admitted subject to an assessment of need and agreement by both parties that these needs can be met.

Criteria to be applied in respect of other pupils when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)

Offers

If we can accept a referral[1] we will contact the commissioner accepting the referral, including financial requirements, the support to be offered, a start date[2], the date by which the offer should be accepted and the address to which to respond.

Procedure following an offer

When offers are communicated, if the commissioner fails to accept the place by the date set out in the offer, it will be assumed that commissioner no longer wants the place and the offer will be withdrawn.

Appeals against any refusal to accept a referral

Appeals should be made in writing, an example is set out in annex B

Complaints

Any objections to this policy or its application should be raised with the school through its normal complaints process which is published online or available on request.

Equal Opportunities

Cirque is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

[1] Referrals should be accepted without further pre-admission assessment from the AP. Referrals should be accepted unless the following apply, the commissioner fails to fund the place, the commissioner is seeking to refer the child because the child is not academically able or the school is full.
[2] Within 1-2 weeks

Annex A - Commissioning process

Point of contact

The point of contact for commissioners is Vanessa Jones: Principal

Local Authority commissioners

When the commissioner is a local authority, it will be purchasing places at the school. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Outline Service Specification.

The Specification will set out the obligations of the school, the commissioning authority and the child's host school so that all parties are clear about:

- what will be delivered;
- how; when; at what price;
- the responsibilities of the parties to the agreement to maintain the highest level of support to the child;
- what monitoring arrangements will be agreed to review the contract performance.

The school will seek and welcome contractual arrangements with key local authorities proximal to the school. The contract monitoring review process will be on a six weekly basis in agreement with the commissioner. The school will collate demographic and outcome data gathered in relation to the pupils' needs, attendance, academic performance and behavioural presentation in the school. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

School and academy commissioners

The school will also provide similar contracting procedures for individual schools and academies.

Funding

Part time places will be charged at £95+vat per student per day as a base rate.

Commissioners (schools, academies and local authorities) will provide eligible top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the pupil's assessed needs and the cost of meeting those needs in the school and will come from the local authority or other school that commissions the place. Prior to agreeing a referral, the school will agree the level of top-up funding with the commissioner.

Each student will have a review at the latest following two full months attendance and their support needs assessed. Should a student's needs command additional support (such as SEN) then additional costs may be required to facilitate this requirement. This will be reviewed with the referring school or local authority.

Annex B Appeals

Example 1:

The commissioner should write to Vanessa Jones outlining reasons supporting the referral and any supporting documentation. Cirque Skills Pathway CIC will consider this and reply within 15 days, stating the school's position. If a place is not granted after that process, the commissioner may make a final appeal and request a review from the academy trust. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the final appeal being received and final outcomes notified within 5 working days of the hearing.

Annex C Referral Form (Provided on Request)

Young Persons details including;

- Names
- Gender
- Address
- Name of referring school/ most recent school attended;
- Previous schools
- Year group
- UPN
- Ethnicity
- EAL, 1st language, home language

Parent. Carer details

- Names
- Relationship to young person
- Address/ contact details
- Parental responsibility contact details

Ability and Potential

- % Attendance
- Exclusions – No. incidents and No. days
- KS1 outcomes
- KS2 Teacher Assessment/ SATS
- KS3 Progress/ Teacher Assessment
- KS4 Predicted Grades
- Examining body (if accredited rate stated)
- Other assessments including;
- Reading age
- Spelling age
- CATS/ other

- PASS/ other attitudinal assessments
- Assessment reports from external professionals
- Option choices/ subjects currently studying

Agency Involvement

- Agency
- Lead Professional
- Intervention/support
- Date started and completed

Reasons for Referral

- Current challenges for the learner
- Learner needs bot being met in school
- Preferred programme of study/ intervention (linked to 'ability & potential section)
- Expected duration of placement
- Expectations of placement outcomes (linked to 'ability & potential section)

Safeguarding

- Assessment of potential risk factors including;
- Offending
- Bullying
- Arson
- Physical assault
- Young carer
- Self-harm
- Sexual exploitation

Parental Consent

- Confirm parents are aware of the referral
- Confirm parents agree to the referral