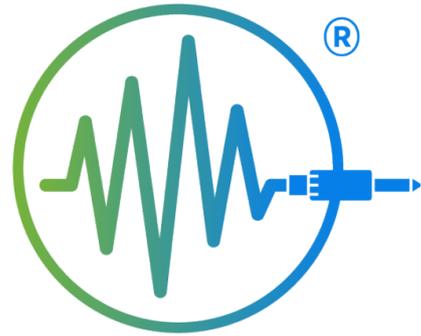


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

Admissions Policy

1. Admissions Policy Overview

At the Lisa Lashes School of Music, we have a multifaceted approach to pupils' admissions and referrals.

Our multi-agency referral process focuses primarily on pupils that have previously disengaged from education or struggled with either diagnosed or undiagnosed SEND.

Referrals are currently supported by local authorities, public and private sectors, secondary education and sixth form leavers.

Every referral to our programme is considered on an individual basis.

2. Admissions

- 2.1 All pupils aged 11 - 16, 16 - 24 that are currently not in formal education or are at risk of being permanently excluded must be referred either by their current place of education or the Local Authority Inclusion team or
- 2.2 Pupils and parents/carers are welcome to view the proposed Lisa Lashes School of Music site by appointment, however formal admittance will not be considered until the following documentation has been completed/received;
 - *Risk assessment*
 - *Referral paperwork*
 - *Identification where applicable/Passports/ID/National Insurance Number*
 - *Copies of any relevant documentation/medical notes if applicable*
 - *Any other important information or documentation relevant to the pupil*
 - *IEP which the pupil will be in control of filling in and making their own assessments on how they feel their learning is going.*
 - *Care Plan – all boxes filled in as this is a crucial part of safeguarding the pupil whilst they are in the hands of the LLSOM*
 - *The school cannot be made liable for any eventualities where a pupil hasn't divulged all information required at induction.*
- 2.3 Once received, a decision will be made, and parents informed within a maximum of 5 working days. Upon agreeing a start date and timetable, parents and pupils will be invited to the school where they will receive consent forms and all programme information. Copies of any details will be sent to the referring agency where applicable.

- 2.4 The Lisa Lashes School of Music will review each application carefully and considerately calling on the experienced tutors to gain an opinion to give the pupil the best learning outcome possible.

Due to the nature of some of our referrals, the pupil's welfare will always take priority when considering if we can successfully meet all the pupils' needs.

3. Appeals

- 3.1 In the event of a pupil being refused a placement, appeals must be made to the Managing Director or CEO in writing within 5 working days of the placement being declined. If new evidence is presented which could trigger a second interview, the parents and guardians will be asked to attend a meeting to re-assess the application to see if the original decision can be re-assessed. This will be the end of the process if the pupil is declined a second time which the Managing Director will be in contact to make this decision just and final.

4. Fraudulent Applications

- 4.1 Any information that is subsequently proven to be inaccurate will potentially invalidate an application and this is why it is imperative the schools extracts all the information by ways of filling in care plans and IEPs with measurable SMART targets to create a bespoke education pupil journey in return giving the pupil the tools they need to flourish.

Date: 3rd January 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:
January 2021