Admission & Induction Process

Three Towers Process – A learner cannot move to the next phase until the previous phase is fully completed.

During this time, the statutory procedures of the permanent exclusion will be ongoing, and the learner is dual registered, remaining on their mainstream school roll. The mainstream school will arrange a Governors' Disciplinary Panel to consider the exclusion. If at the end of the process, the permanent exclusion is upheld by the Governors parents/carers have 15 days in which to appeal the outcome. If parents/carers notify the school in writing that they are not going appeal, then the learner will become single registered with Three Towers: if parents/carers do appeal then the learner remains dual registered until the decision of the Independent Review Panel is shared with parents/carers.

If Governors do not uphold the decision the child is re-instated at the excluding school, we will remove them from our roll and return all schoolbooks, work etc. and is removed from our roll and Copies of school files are destroyed confidentially.

All placements are temporary until either we feel that the learner should go back into mainstream education through the FAP process, or a special educational needs assessment is completed, and specialist placements are identified.

PHASE		
	1	• Three Towers receives a referral from the LA, which we check has been fully completed by the excluding school as gaps will delay the process. We do not consider referrals unless they are fully completed. • The Leadership Team reviews the completed referral, and if we feel we may be able to meet the learner's needs, we transfer the referral to one of the Heads of House. • If we are uncertain that we can meet need based on the information provided and the needs of the current cohort, we then notify the LA that we will complete a non-prejudicial school handover meeting to collect information but may then decline the referral and refer the learner back to the LA. • **If we do not feel we can meet need based on the information provided and the needs of the current cohort, we then refer the learner back to the LA.**
	2	• The Head of House will contact the excluding school and set up a handover meeting (usually via phone/TEAMS) as soon as possible. To be successful this meeting **MUST** be with someone at the school who knows the child well, it does not have to be the person completing the referral. Again, any delay to this meeting happening will delay the process. • The handover meeting with school takes place to gather additional information to complete our 360-learner profile, which includes our risk assessment. • If any external agencies are involved with the learner, we will contact them to discuss their involvement which helps us to build a profile of the learner and their needs. • The Referrals Panel meets each Tuesday to discuss the findings of school handover and if we feel we can still meet the learner's needs, the Heads of House will arrange an admissions meeting with the learner and their parents/carers. • **In the event that we do not feel we can meet need based on the additional information provided during the non-prejudicial handover and the needs of the current cohort we then we refer the learner back to the LA.**
	3	• Once the admissions meeting with the learner and their parents/carers has taken place and the relevant paperwork completed, the learner will go on roll dual-registered at Three Towers, until the statutory procedures of the permanent exclusion have been completed (usually within 30 days from the date of the exclusion). If at the end of the process, the Governors and an IRP uphold the permanent exclusion then the learner will become single registered with Three Towers. Again, any delay to this meeting happening will delay the process. • Three Towers will request a CTF (transfer information) and arrange to collect original copies of any school files and work from the excluding school. • The learner will be given an induction timetable outlining when they will attend to complete their baseline assessments (where possible this will be within 5 school days).
	4	• When all the baseline assessments and any other learner specific induction interventions have been completed, Heads of House will produce a Pen Portrait of the learner to share with staff. • The Learner will be allocated to a form and their timetable confirmed
	5	• A follow-up meeting will then take place with the learner and their parents/carers to share the pen portrait and the timetable. • All parties will then agree a pathway to full-time learning – this may be immediate or it may be more gradual depending on the individual learner and their circumstances (Temporary Amended Provision Agreement) • Provision continues until either the learner returns to mainstream through the FAP process or another specialist provision is identified by the LA through the Education Health and Care (EHC) Needs Assessment process.