

At the end of this period, a review will take place where all stakeholders will decide whether the placement will continue.

Admissions, Attendance, Suspensions and Permanent Exclusions Policy

Admission to a Hopespring Independent School

1. Admission is usually by referral from a supporting organisation (e.g. school, LEA) who is likely to also be the funder for the place. The school is registered as a school working with young people aged 11 – 16 (secondary school age). All staff, including volunteers, working in the school have been appointed following strict HR guidance including obtaining DBS checks.
2. Admission is conditional upon a successful interview with the young person, their parent/carer(s) and a representative from the referring organisation.
3. It is also conditional on the young person understanding and agreeing to the Student Conduct Agreement.
4. The Referral Form must be completed in full. Section 1 is to be completed by the referrer, Section 2 by staff conducting the referral interview, Section 3 by the parent/carer and Section 4 by staff, the parent/carer and student during the referral interview. The form is designed to answer questions with regard to the information required at registration and prompt parent/carer signatures for different aspects of the programme e.g. e-safety agreements, permission of photographs, permission for education trips and visits etc.
5. Information about the circumstances leading to referral is gathered through the referral form and interview process. It is expected that the school will be informed of all circumstances that a young person is known to be in, including issues with Child Protection, Police involvement, accusations of threats, violence or inappropriate sexual behaviour and other circumstances appropriate for ensuring the health, safety and well being of the young person and those that they will come into contact with at the school.
6. Any EHCPs, Individual/Personal Education Plans, care plans and other information regarding levels of support should be provided at the interview and prior to the placement starting.
7. Where a pupil has an EHCP, staff must consider whether the placement arrangements are sufficient to meet the specific needs and requirements outlined in the Plan. If not, the referrer will be advised to make alternative arrangements.
8. Induction will take place during the first two weeks of a placement at the school, during which time, staff will assess a students' needs and consider the suitability of the placement.

Admissions Register

Upon acceptance to the school, the following information must be recorded in the admissions system.

- The pupil's full name
- The pupil's gender
- The pupil's date of birth
- The date the pupil was admitted to the school
- The name of the school the pupil has been referred from

The following information on parents and carers must also be recorded.

- The name and address of every parent and carer of the pupil that is known to the school
- Which of these parents and carers the pupil normally lives with
- Emergency contact details of the parents and carers

Attendance Register

A young person is expected to attend all sessions (morning and afternoon) at the school, unless absence has been authorised. Although it is the parent/carer who provides a reason for the absence, the decision as to whether it is authorised or not can only be made by the school or the referring school. Absence can be authorised for the following reasons:

- Illness (I)
- Transport issue (C)
- Religious observance (R)
- Compassionate leave (i.e. funerals, weddings of close family/friends) – listed as Family Event (C)
- Attendance at referring school, i.e. for exams etc. (B)
- Attendance at meetings, i.e. health or welfare related (M) or (C) as appropriate
- On work experience (W)
- On a pre-agreed reduced timetable (C)
- Excluded by Hopespring (E)
- School not open (#)
- Other unavoidable cause, e.g. crisis in the home (C)

Holiday - A decision as to whether holiday during term-time is authorised or not should come from the referring school/agency, rather than be made by school staff. In the case of single registrations, it will be at the centre's Headteacher's discretion.

Attendance type must be recorded on the system at the start of each session (morning and afternoon).

Whenever pupils are absent and their parents have not told the school the reason for the absence, the pupil is marked as an unauthorised absence for that session. Staff can change this mark at a later stage if the parents provide a satisfactory reason for their child's absence.

Each morning, one member of staff will contact the parents/carers of any students who are absent to obtain a reason why. If a satisfactory reason is given, this should be entered into the register. If an unauthorised reason is given, or if contact cannot be made, the mark remains unauthorised.

Staff should inform the referring school or agency of any students who are absent, along with the reasons given in order that they have the correct attendance information for their students. Schools will assume a student is present at Hopespring unless they are informed otherwise.

Children missing from education

A child going missing from education (e.g. unexplained absences, absconders) can be a potential indicator of a child protection concern. Staff should consider that where children are missing from education, particularly on repeat occasions, action may need to be taken to help identify any risk of abuse and neglect, including sexual and/or criminal exploitation, and to help prevent the risks of their going missing in future. Where such concerns exist, staff should follow the procedures for reporting concerns as outlined in the Safeguarding – Child Protection Policy.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of, when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage or signs and triggers in relation to 'county lines'.

All schools that refer students to Hopespring must inform their local authority of any pupil who is going to be deleted from their admission register, or where any pupil fails to attend school regularly. The school has a responsibility to keep in regular contact with referrers regarding students' attendance.

poor behaviour or engagement on any other basis is unlawful and an alternative must be found for dealing with this.

Suspensions

We are against suspensions. However, we do acknowledge that there are times when, as a last resort, or as a direct consequence of a serious behaviour incident, a period of suspension is necessary. We also recognise that it is the reflection and restorative conversations following a period of suspension, rather than the suspension itself that presents the greatest opportunity for learning from mistakes made. To this end, suspensions may be referred to as 'reflection time' with the student being expected to consider or carry out specific questions or activities that will help them begin to explore the events that led to the suspension. Prior to their reintegration, staff will facilitate a 'restorative conversation', using questions from the Restorative Pack. By using a restorative method, it is hoped that the student will realise the impact of their actions, have a better understanding of another person's perspective and have a more positive outlook going forwards.

Fixed Term suspensions

1. The Behaviour and Sanctions Table sets out behaviour types alongside first and second level sanctions. Before deciding that an suspension is necessary, staff should consider all other suggested sanctions and interventions. The decision to exclude is one that the School does not take lightly and will be sanctioned only when all other routes to supporting a young person have been exhausted or when a young person exhibits behaviour that would lead to harm if they remained with us.
2. Only the Head Teacher (or in their absence, a senior member of Hopespring staff) is authorised to exclude a student on a fixed term basis. Before a decision is made, the Head Teacher should attempt to make contact with the referring school or agency. This is so that a dialogue can take place to establish whether there are any other options available.
3. The Head Teacher (Designated Safeguarding Lead) should also consider any child protection concerns that may impact the notification and enactment of an suspension.
4. While the school may refer to suspensions as 'Reflection Time', a sending home of any type is an suspension and is to be recorded and dealt with as such. Sending students home for

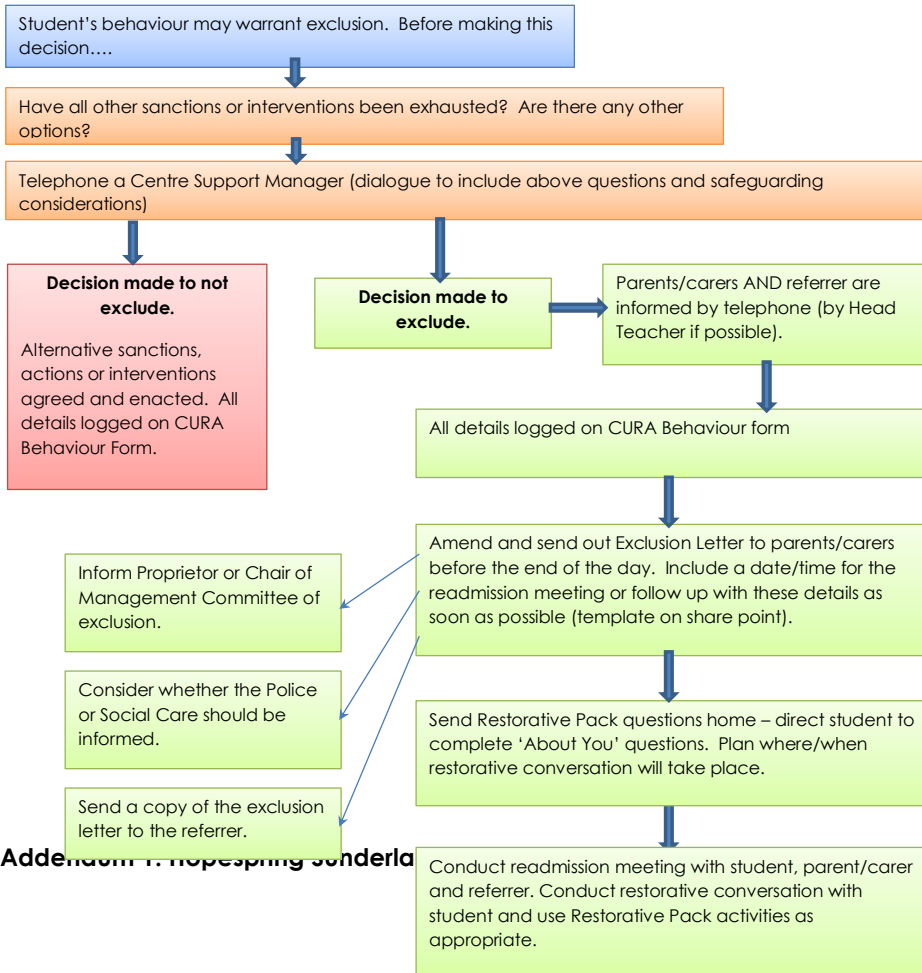
5. Staff must follow the steps in the suspensions Flow Chart to ensure that all suspensions follow the correct legal process.

Permanent Exclusions

1. Where a student remains the responsibility of their referrer while they are placed at the school on dual registration, Hopespring Education does not 'permanently exclude'. Instead, we may close a student's place in agreement with a referring school/agency.
2. In the case of single registrations, only the headteacher has the authority to permanently exclude a young person. This happens when there has been a serious or persistent breach of behavioural policy, resulting in significant risk of harming the welfare and/or education of themselves and/or others.
3. Referring schools/agencies must be involved in discussions leading to any decision to close a place as the responsibility remains with them for making ongoing arrangements for that student.
4. On a case-by-case basis, the school will always be prepared to consider re-admitting a young person where it is clear that the circumstances for the original close of place have changed

Suspension Flow Chart

These steps must be followed for all suspensions to ensure that the correct legal process takes place. Please note – only the Head Teacher (or in their absence, a senior member of Hopespring staff) is authorised to make an suspension.



Addendum 1: Hopespring Sunderland

Addendum 2: Hopespring Sunderland 10 Sea View particulars (if applicable)

Addendum 3: Hopespring Newcastle particulars (if applicable)



Last updated: August 2023 (JV)
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