**Carmarthenshire Secondary Teaching and Learning Centre**



**Admission Policy**

Revised – A.Owen ~~September 2022~~

 October 2023

Head of Centre – J.Littlehales

 J.Chapman

 E.Griffiths

Head of Committee – J.Jones

**Admission Criteria**

The Secondary Teaching and Learning Centre comprises of 105 places pupil referral unit referrals –

Burry Port –

Pwll –

Carmarthen –

These are operated by Carmarthenshire LEA. All pupils placed by the LEA will be either at risk of exclusion or permanently excluded from their home schools.

Each individual pupil’s case is discussed at the LEA’s Placement Panel where the merits of the appropriateness of placement are discussed. If it is felt that the pupil meets the criteria, a place may be offered at the Centre.

The balance of each teaching group will be taken into consideration when offering places e.g. it is not deemed good practice to place siblings or pupils from friendship groups together at the same centre.

Before a placement begins schools need to complete data forms sent out by the centre to ascertain pupils’ current attainment and if appropriate predictive data eg FFT.

Parents/carers and prospective pupils are also expected to visit the appropriate site and attend an admissions interview. A member of staff from the pupil’s dual school will be expected to attend to help facilitate a smooth change over and to provide specific details to help complete relevant forms eg risk assessments. Social workers, if necessary, would also need to attend. The interview with the Head of Centre/ALN co-ordinator/Lead TIP will be arranged when the place is confirmed by letter from the LEA so that they can:

* Familiarise themselves with the site and ‘contact’ personnel
* Understand what will be expected from pupils who attend the Centre
* Go over specific details on policy and procedures concerning all stakeholders
* Arrange future review meetings.

Arrangements will be made for baseline assessments in subject areas and reading/spelling.

An admission date will be set at the Admissions Interview.