

The ArtsXchange

Part of the T4 Trust

Referral Arrangements

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The ArtsXchange College

Referral arrangements for 2022/23

Introductory statement

The ArtsXchange College is an Alternative Provision Free School which provides education for 14 – 19-year olds, delivered through a creative curriculum of performing arts and media production. Based in the London Borough of Islington, we work with vulnerable young people who have found it difficult to engage with mainstream education.

The aim of the college 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 college will provide education for 105 pupils aged 14 – 19. These places will be a mix of full time and part time places.

Registration arrangements

Where students are on the role of another school and attend for a short period of time (i.e., mostly fixed period exclusions or a school educating a child off-site) the student will be dual registered at his current school and this academy.

Where students are not on the role of another school (i.e., mainly where they have been permanently excluded) they will be registered at this academy.

Students supported by ArtsXchange

The college will specialise in providing places for students in Key Stage 4 who:

- Have been permanently excluded or who are at risk of permanent exclusion;
- Demonstrate a passion for the performing arts and/or creative media;
- Show a level of disengagement or underachievement from mainstream provision which is resulting in non-attendance;
- Show a level of disengagement from mainstream provision which is placing them at risk of permanent exclusion;
- Have a fixed period exclusion or their behaviour needs improving to prevent permanent exclusion;
- Have difficulty in securing a college place.

Students in Key Stage 5 will usually meet the following criteria:

- Demonstrate a passion for the performing arts and/or creative media;
- Have not yet achieved level 2 qualifications; particularly in English and maths.
- Have an EHC plan;
- Are care leavers, ex-offenders, homeless and/or young parents;
- Have difficulty learning within large environments such as mainstream colleges.

Note: all young people will be required to show proof of residence (i.e. parents' utility bill) and an original or certified copy of a birth certificate or a passport. Students born outside the UK will be required to present their passport and proof of appropriate visa. The Governing Body reserves the right to seek verification from the local authority in which the applicant resides.

The ArtsXchange – Referral Arrangements 2022/23

Version 2 – July 2022

Referral arrangements

To acquire a place at the college, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form at Annex B.

Commissioning process

Point of contact

The point of contact for commissioners is Gosia Klosek – Head of College
gosia.klosek@theartsxchange.com

Or telephone: 020 4568 4747

Induction

In terms of the induction process, all students are monitored for a 6-week period and in this time, any additional needs or issues which emerge are addressed, re-evaluated or investigated.

Students select a curriculum pathway on entry as part of the application process and are monitored according within their chosen subject area to ensure that talent is matched with opportunity in this instance. If it is felt that the course, they are on is not suitable then a discussion is initiated with parents/and or carers to suggest another more suitable course once the 6-week programme is completed.

If students have unidentified needs than they may well be referred to the SALT or to the Educational Psychologist for further investigation and any additional findings will be used to informed entry. There will be a range of assessments undertaken by these students and suitability will be discussed and explored by the teaching staff, by the Curriculum Co-Ordinator and ultimately by the Head of College.

Once a place has been agreed, the student will attend a taster day and/or trial period of two to three weeks.

The admission of students with special educational needs.

Students with an education health and care plan (EHCP) naming the academy will be admitted following assessment and when banding/funding has been agreed.

Pupil Premium

The college expects the nominating educational establishment or commissioner to ensure that when students who are entitled to Pupil Premium who join the college full time the Pupil Premium is passported to The ArtsXchange.

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

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

- Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)
- Exceptional social/medical needs.
- Students who live closest to the college in a straight line. Distance will be measured from the front door of a student's home to the front door of the college. If pupils live the same distance away from the school, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of the college.

Offers

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

Procedure following an offer

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, 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

The commissioner should write to the Chair of the Local Governing Body, c/o the college, outlining reasons supporting the referral and any supporting documentation. Cases will then be heard by at least 3 persons unconnected to the college within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

Complaints

Any objections to this policy or its application should be raised with the college through its normal complaints process which is published on the college website.

If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at Academy.QUESTIONS@education.gsi.gov.uk.

Equal Opportunities

The academy 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.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on the college's website before the end of the preceding September (i.e. the policy for 2022 referrals will be published in September 2021). The policy will remain on the website throughout the school year.

Links to other policies

This policy should be read in conjunction with the colleges other policies published on the college website:

www.theartsxchange.co.uk

- SEND policy,
- Curriculum
- Behaviour
- Equality Objectives
- Complaints procedure,
- Safeguarding policy;

Annex A - Commissioning process

Point of contact

The point of contact for commissioners is the Head of College – Gosia Klosek

Email: Gosia.Klosek@theartsxchange.com

Local Authority commissioners

When the commissioner is a local authority, it will be purchasing places at the college. 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 college, 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; and what monitoring arrangements will be agreed to review the contract performance. The college will seek and welcome contractual arrangements with key local authorities proximal to the college

The contract monitoring review process will be on a six weekly basis in agreement with the commissioner. The college will collate demographic and outcome data gathered in relation to the students' needs, attendance, academic performance and behavioral presentation in the college. This will be reviewed jointly with the local authority commissioner on an agreed schedule.

School and academy commissioners

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

Funding

Each full-time equivalent place in alternative provision free schools will attract base funding of £10,000 per place.

Top-up funding

Commissioners (schools, academies and local authorities) will provide top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the student'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 college will agree the level of top-up funding with the commissioner.

Annex B:

Referral Form for Pre 16's (statutory including school referrals only) or post 16 referred by educational or another statutory agency

Young person's details	
Full name	
Preferred name	
Home Address including post code	
Date of birth:	Gender:
Ethnicity:	Unique Pupil Number (UPN)
As a potentially vulnerable young person please answer the following questions:	Yes/No (delete as applicable) If the answer is yes to any of these questions, further information will be requested
Is the young person subject to a Child in Need Plan or Child Protection Plan (or having had a Child in Need or Child protection Plan in the last 12 months?)	
Does the young person live in a refuge or other Relevant Accommodation?	
Is the young person returning from the criminal justice system?	
Does the student have an Education, Health and Care Plan (EHCP)?	
Does the young person have any special educational needs (but without an EHCP), disabilities or medical conditions?	
Is the young person a Looked After Child?	
Is the young person eligible for Pupil Premium payment?	
Is the young person a carer?	

<p>What evidence can be provided to show the young person is interested in studying performance or creative arts</p>	
<p>Current/Recent Education Details</p>	
<p>Name of current or most recent school inc post code</p>	
<p>Key Stage 3 – Progress or teacher assessment</p>	
<p>Key Stage 4 – predicted or actual grades by subject studied</p>	
<p>Other assessments including:</p> <p>Reading Age</p> <p>Cognitive Ability Test (CATS)</p> <p>Other attitudinal assessment</p>	

Assessment reports from external professionals that are available (please list)	
% Attendance	
Exclusions – number of incidents and number of days	

Agency Involvement		
Agency	Lead professional	Intervention/support

Reason for referral and expectations	
Current challenges faced by student	
Assessment of potential risk factors including but not limited to: <ul style="list-style-type: none"> • Offending behaviour • Bullying • Arson • Physical assault • Self-harm • Sexual exploitation 	
Expected duration of placement	
Expectations of placement outcomes	

Parent/Carer details	
Name(s)	
Relationship to young person	
Address/ contact details	
Parental responsibility contact details	

Parental Consent	
Confirm parents are aware of the referral	
Confirm parents agree to the referral	

These referral arrangements are based on the Departments for Education’s model template for alternative provision free schools and is crown copyrighted.

Please return the form to admissions@theartsxchange.com