



The Attic Admissions Policy

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As a Pupil Referral Unit, admissions to The Attic Pupil Referral Unit are through the Local Authority's In Year Fair Access Panels (IYFAPs). There are three panels (North Suffolk, Ipswich and South Suffolk, and West Suffolk) that meet every month for primary and secondary admissions to alternative provisions (including PRUs). Admission to The Attic Pupil Referral Unit is usually through the West panel. Additional support through the outreach services, 'managed moves' to other mainstream schools, referral to the educational psychology services and other strategies are also considered in these meetings. The panel consists of representatives (senior leaders) from all mainstream schools, the educational psychology service, the Early Help team, Youth Offending, LA Outreach services, the Local Offer team within the LA and Heads or their Deputies from each alternative provider or PRU. More information on this process can be found in the Fair Access Protocol below.

Where a young person is struggling to access their learning in a mainstream school because of their complex social, emotional or mental health needs, their very poor attendance, or they are at risk of permanent exclusion from the school, the parents/ carers and school can agree to make a referral for an alternative provision placement, such as moving to The Attic Pupil Referral Unit through the IYFAP.

Once a place is agreed The Attic Pupil Referral Unit works with the young person, the parents/carers and their current school to enable a smooth transition to The Attic Pupil Referral Unit. This includes:

- A meeting with the young person and their parents/ carers to introduce The Attic Pupil Referral Unit and discuss what we can offer. This is often at home.
- A visit for to The Attic Pupil Referral Unit to meet Attic Pupil Referral Unit staff and students, identify transport needs and make option choices for our vocational placements.
- Settling in activities alongside other new Attic Pupil Referral Unit students.
- A detailed assessment of need to ensure the learning offer meets the individual needs of each young person.
- A gradual induction timetable, supporting the young person to access their learning at The Attic Pupil Referral Unit at a pace which suits them, including familiarisation with travel to and from The Attic Pupil Referral Unit and their vocational placements.

At all times we work in partnership with the young person and their parents/carers to ensure that each young person is given the best opportunity to thrive at The Attic Pupil Referral Unit, enabling them to believe in themselves, engage in their learning and achieve well.

Fair Access Protocol (Jan 2015)