EK OUTREACH SERVICES

ADMISSION POLICY AND PROCEDURE

Date adopted	July 2019
Date updated	September 2026
Date for review	September 2027

Admissions Criteria
EK Outreach Services promotes equality of opportunity and positive attitudes towards all young people, irrespective of ability or disability, ethnicity, religion, gender and sexual orientation. EK Outreach Services fosters an environment where discrimination and harassment cannot flourish, so that young people's needs are met and their full participation within the EK Outreach Services community is encouraged. EKOS accepts young people who:

- May have an education and health care plan (EHCP).
- May have a disability.
- May have had a fragmented school experience.
- Often have low esteem as learners.
- Are currently out of education, disengaged or hard to reach.
- Are in need of an interim educational provision that can be tailored to meet their individual needs.
- May have challenging behaviour.
- May be on the autistic spectrum.
- May have communication challenges.
- May have a range of learning needs.
- May be in care.
- May have a medical need which prevents them attending school/college.

Initial Enquiry
Initial enquiries are made through a local authority, school and sometimes directly by parents.

Referrals
Referrals are made by a local authority or school. Following the referral, an EK Outreach Services coordinator will discuss the specific needs of the student with the referring organisation, and documentation supporting the referral will be requested. This will include reports by school/provisions and other professionals, the student's educational history, and the EHC Plan or Statement of Special Needs, where applicable. The paperwork provided will be used by EK Outreach Services to help make a decision about our ability to meet the student's needs and to inform future planning.

Initial risk assessment meeting
Once EK Outreach Services have reviewed all paperwork and believe that a student's needs can be met, a home visit will be arranged in order for EK Outreach Services managers to meet parent/carer and the young person. The purpose of this meeting is

to gather more information about the young person in order to make appropriate provision from within EK Outreach Services resources.

Agreement with placing Local Authority or Referring School
EK Outreach Services will draw up a contract in relation to each student which will be agreed and signed by the referring organisation authorising EK Outreach Services to provide educational services for individual students.

Student induction and assessment Period
After agreement has been reached at the initial meeting, the student will be set up with a period of induction for both the student and EK Outreach Services staff. The purpose of this induction period, which will last for a period of 2 – 3 weeks, is for the student and EK Outreach Services staff to build a relationship and begin to create a programme that meets the student's individual needs.

Student review
As EK Outreach Services is an interim measure, which is designed to provide relevant, high-quality education while a long-term solution is being sought by LAs or schools, it is important that the work covered is specific and relevant to the student's immediate needs. A review will be held following the induction and assessment period. The review will be attended by EK Outreach Services staff, the student, the parent/carer, and any other relevant professional working with the young person. The purpose of the review is to plan and agree the programme for the next 6-week period. Thereafter there will be regular reviews to monitor progress, and plan next steps.