OSMIS
Mentoring & Inclusion Services

Admissions Policy

Admissions Policy

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OSMIS Mentoring & Inclusion Services is an alternative provision for students, aged 5 – 16 years old, who are disaffected / disengaged with mainstream education. This includes students who are at risk of exclusion, have self-excluded themselves by being school refusers, as well as those who have been excluded from mainstream education.

Referral is made though Schools/Academies or through the Local Authorities SEN and children Looked after teams. Admission is based on the following 2 criteria:

1. Can OSMIS offer the learners suitable education and support?
2. Does the student present with behaviour, both social and learning, that enables them to be safely supported by current staffing levels?

Students who pose a significant safety risk to themselves or others will need a more in-depth risk assessment and possibly 2-1 support if a high risk is identified and staff ratio's allow.

Referral Procedure And Targets
1. Referral received and logged. Information gathered – application made.
2. Carer/ Student contacted by phone
3. Discussions (on-site/ in school) with student, support worker/mentor and parent/s/ carers.
4. Further information gathering at interview.
5. Decision made once everyone is clear on the protocol
    · If suitable, start the Programme
    · If not suitable, refer back to School or LA.

Admission Procedure
Admission starts with an induction to OSMIS premises and expectations of the programme. There then follows a probation period that acts as a time for assessment. This period can vary in length and intensity, depending on the student. For example, for learners it is inappropriate to do formal testing straight away because of their level of disaffection; for others their attendance may be the main issue.

In the case of being unsuitable for a student we will try our utmost to secure a more appropriate placement for the student, as well as help them and their parents/carers to understand the reasons why the student is not suitable. This cautious approach also aims to eliminate the need for exclusions from OSMIS Alternative Provision.

Onward Referral

Students are referred onward before their leaving date if they present with learning or behavioural problems that are not suitable for OSMIS. This is a SLT decision and the reasons are documented in the student file and cpoms. In all circumstances we will undertake to refer the student on to a more appropriate learning facility or back to the Local Authority.

Risk Assessment

The following chart (part of our Behaviour Profile) is used to assess risk at admission and is also used to determine behaviour and disruption levels during the day. If a student is troublesome a monitoring process is established to assess the student, their behavioural triggers, effectiveness of guidance and risk to other students.

Admissions Register

OSMIS maintains an Admissions register showing the student referred, the source of referral and year group. Attendance is monitored every day and reported to referring schools/LA.

Level	Description	Evidence
1	• No/minor incidents in classroom or at other times • Excitable but controllable in class • Successful learner • Self-motivated	Seldom or occasional reminders
2	• Classroom disruption and incidents between class • Minor and acceptable risk • Verbal/non-verbal aggression • Frequent reminders	Removed from class/activities, talked to in office by SLT at least once through the week Incidence sheets Session notes/ reports
3	• Refusal to work • Refusal to co-operate • Constant disturbance to session and own learning. • Verbal abuse to people on site	Significant safety risk from careless, reckless or aggressive behaviour Frequent removal from class Frequent statements against Frequent brought into office Little/ no evidence of engagement in sessions
4	• Definitive risk of aggression, bullying or antisocial behaviour threatening the safety of people on/off site	Not suitable for onsite/offsite education