



iCollege

Alternative Education West Berkshire

Admissions Policy

Document Control	
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Written by:	JD/JF
Associated policies and useful information	iCollege Attendance Policy iCollege Safeguarding Policy iCollege H & S Policy West Berkshire Fair Access Protocol (Updated for April 2025) School Admissions Code 2014 (publishing.service.gov.uk)
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1: Key Contact list			
Head Teacher	Jacque Davies	01635 528048	headteacher@icollege.org.uk
Co-Head and AHT	Jo Farley	07901382649	jfarley@icollege.org.uk
Secondary Inclusion Manager	Emma Dodridge	01635 528048	edodridge@icollege.org.uk
SBM	Karen Price	01635 528048	kprice@icollege.org.uk
Inspiration KS 1 & 2	Siobhan Harvey	01635 877114	sharvey@icollege.org.uk
The Pod KS 2 Primary Inclusion Manager	Rachel Silverthorne	01635 522748	rsilverthorne@icollege.org.uk
Pod Plus and Impact Year 7 & 8	Ian Jones	01635 243208	ijones@icollege.org.uk
Integration KS 3 & 4	Pietro Framaliccio	0118 941 6636	pframaliccio@icollege.org.uk
Intervention Year 9 & 10	Helen Blunn	01635 49397	hblunn@icollege.org.uk
Independence Year 11 & Post 16	Anjie Palmer	01635 48872	apalmer@icollege.org.uk

2: Purpose	<p>iCollege aims to:</p> <ul style="list-style-type: none"> • Have robust, clear processes in place for admissions • Clearly set out those processes for all Key Stages and groups of learners
3: Legislation and Guidance	<ul style="list-style-type: none"> • West Berkshire Fair Access Protocol April 2025 • https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf

4: Abbreviations	<ul style="list-style-type: none"> • High Needs Block - HNB • Education, Health and Care Plan - EHCP • Not in Education Employment or Training - NEET • Pupil Placement Panel - PPP • Social Emotional Mental Health – SEMH • Management Committee – MC • Key Stage - KS
5: Roles and Responsibilities	<ul style="list-style-type: none"> • MC also has overall responsibility for monitoring the implementation of this guidance. • The Headteacher is responsible for ensuring the operational application of this guidance.
6: Background information	<p>iCollege is a Pupil Referral Unit that operates as multi-functional Alternative Educational Provision</p> <ul style="list-style-type: none"> • iCollege has its own DfES number and pupil count return to which pupils without a current and/or appropriate school place may be enrolled • iCollege enables a range of educational options to be offered so that all learners on its roll can access an appropriate package of support, tailored to need and the personalised learning requirements of individual learners • iCollege is funded with baseline funding from the High Needs Block and top up funding from referring schools or the HNB • Decisions relating to admission into iCollege are always made with the learning, social or emotional needs of the young person as the paramount concern
7: Groups of Learners	<p>The iCollege register reflects the following groups of learners:</p> <ul style="list-style-type: none"> • Learners not enrolled at a mainstream school due to permanent exclusion • Post 16 learners who would otherwise be Not in Education or Employment • Learners who require complex packages for learning or Social, Emotional, Mental Health support and have an Education Health Care Plan • Learners identified, through robust professional assessment and scrutiny (West Berkshire Pupil Placement Panel), as being at immediate risk of permanent exclusion • Decisions are pupil-centred, solution-focused and prioritise appropriate pathways for all referrals • iCollege is designated as a mixed gender Pupil Referral Unit • The overarching aim of iCollege is to offer young people inclusive and stimulating educational and social opportunities that may have been previously inaccessible or denied to them, and therefore iCollege does not discriminate against any young person on the grounds of their previous behaviour record. However, when the iCollege has irrefutable professional evidence that the admission of a particular learner (into any iCollege settings) would significantly jeopardise their own educational success and well-being or the educational success and well-being of others, iCollege can defer or ultimately decline admission.
7: Referral Types	<ul style="list-style-type: none"> • Following a Permanent Exclusion: Single roll at iCollege until PPP decision to remain at iCollege or enrolment at another primary or secondary mainstream or special school. KS 1 – 4. Inspiration (KS1 & 2) and Integration (KS3 & 4) • Request for short term / in-reach ('revolving-door'): dual roll, fixed term

INSPIRATION KS1 & 2

Foxglove Way,
Thatcham, Berkshire,
RG18 4DH
01635 877114

POD PLUS KS2 & 3

Modular Building
Paynesdown Road,
Thatcham, Berkshire,
RG19 3TE
01635 243208

IMPACT KS 3

Moorside Community Centre
Urquhart Road,
Thatcham, Berkshire,
RG19 4RE
01635 953294

The POD KS2

INTERVENTION KS3 & 4
88 Newtown Road,
Newbury, Berkshire,
RG14 7BT
01635 49397

INTEGRATION KS3 & 4

22, [Highview](#),
[Calcot](#),
Reading, Berkshire,
RG31 4XD
01189 416636

INDEPENDENCE KS4 & 5

Richmond House, Bath Road,
Newbury, Berkshire,
RG30 1QY
01635 48872

	<p>placements leading to a return to the referring mainstream, long term iCollege or special school. KS 1 – 4. Inspiration (KS1 & 2), Impact Y7&8 and Integration (KS3 & 4)</p> <ul style="list-style-type: none"> • Long term / permanent places: single roll placements agreed via PPP or learners with EHCPs for SEMH needs via the SEND Panel. KS2 – 4. The Pod (KS 2), The Pod+ (KS3), Intervention (KS3) and Independence (KS4) • KS 5 permanent places: Post 16 application process or SEND Panel. Independence
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Head Teacher: Jacqueline Davies	Sign:	Chair of Governing Body: Tim Pritchard	Sign:
Date		Date:	

Change Record				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
1	22.01.21	Admissions Meeting 22.01.21 / JD, JF, DK, MS	New policy	January 21
2	02.02.21	MC 02.02.21	Updated	Feb 21
2.1	09.07.24	MC	Admin changes only	June 24
2.2	20.05.2025	MC	FAP update	May 25

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes