



# iCollege

Alternative Education West Berkshire

## Admissions Policy

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Associated policies and useful information	iCollege Attendance Policy iCollege Safeguarding Policy iCollege H & S Policy  West Berkshire Fair Access Protocol (Updated for April 2025)  <a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/270411/school-admissions-code-2014.pdf">School Admissions Code 2014 (publishing.service.gov.uk)</a>
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<b>1: Key Contact list</b>			
<b>Head Teacher</b>	Jacque Davies	<b>01635 528048</b>	<a href="mailto:headteacher@icollege.org.uk">headteacher@icollege.org.uk</a>
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<b>Secondary Inclusion Manager</b>	Emma Dodridge	<b>01635 528048</b>	<a href="mailto:edodridge@icollege.org.uk">edodridge@icollege.org.uk</a>
<b>SBM</b>	Karen Price	<b>01635 528048</b>	<a href="mailto:kprice@icollege.org.uk">kprice@icollege.org.uk</a>
<b>Inspiration KS 1 &amp; 2</b>	Siobhan Harvey	<b>01635 877114</b>	<a href="mailto:sharvey@icollege.org.uk">sharvey@icollege.org.uk</a>
<b>The Pod KS 2 Primary Inclusion Manager</b>	Rachel Silverthorne	<b>01635 522748</b>	<a href="mailto:rsilverthorne@icollege.org.uk">rsilverthorne@icollege.org.uk</a>
<b>Pod Plus KS3</b>	Ian Jones	<b>01635 243208</b>	<a href="mailto:ijones@icollege.org.uk">ijones@icollege.org.uk</a>
<b>Integration KS 3 &amp; 4</b>	Pietro Framaliccio	<b>0118 941 6636</b>	<a href="mailto:pframaliccio@icollege.org.uk">pframaliccio@icollege.org.uk</a>
<b>Intervention Year 9 &amp; 10</b>	Helen Blunn	<b>01635 49397</b>	<a href="mailto:hblunn@icollege.org.uk">hblunn@icollege.org.uk</a>
<b>Independence Year 11 &amp; Post 16</b>	Anqie Palmer	<b>01635 48872</b>	<a href="mailto:apalmer@icollege.org.uk">apalmer@icollege.org.uk</a>

<b>2: Purpose</b>	<b>iCollege aims to:</b> <ul style="list-style-type: none"> <li>• Have robust, clear processes in place for admissions</li> <li>• Clearly set out those processes for all Key Stages and groups of learners</li> </ul>
<b>3: Legislation and Guidance</b>	<ul style="list-style-type: none"> <li>• West Berkshire Fair Access Protocol April 2025</li> </ul>

**INSPIRATION KS1 & 2**  
 Foxglove Way,  
 Thatcham, Berkshire,  
 RG18 4DH  
 01635 877114

**POD PLUS KS3**  
 Modular Building  
 Paynesdown Road,  
 Thatcham, Berkshire,  
 RG19 3TE  
 01635 243208

**The POD KS2  
 INTERVENTION KS3 & 4**  
 88 Newtown Road,  
 Newbury, Berkshire,  
 RG14 7BT

**INTEGRATION KS3 & 4**  
 22, Highview, Calcot,  
 Reading, Berkshire,  
 RG31 4XD  
 01189 416636

**INDEPENDENCE KS4 & 5**  
 Richmond House, Bath Road,  
 Newbury, Berkshire,  
 RG30 1QY

	<ul style="list-style-type: none"> <li>• <a href="https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf">https://assets.publishing.service.gov.uk/media/60ebfeb08fa8f50c76838685/School_admissions_code_2021.pdf</a></li> </ul>
<b>4: Abbreviations</b>	<ul style="list-style-type: none"> <li>• High Needs Block - HNB</li> <li>• Education, Health and Care Plan - EHCP</li> <li>• Not in Education Employment or Training - NEET</li> <li>• Pupil Placement Panel - PPP</li> <li>• Social Emotional Mental Health – SEMH</li> <li>• Management Committee – MC</li> <li>• Key Stage - KS</li> </ul>
<b>5: Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>• MC also has overall responsibility for monitoring the implementation of this guidance.</li> <li>• The Headteacher is responsible for ensuring the operational application of this guidance.</li> </ul>
<b>6: Background information</b>	<p><b>iCollege is a Pupil Referral Unit that operates as multi-functional Alternative Educational Provision</b></p> <ul style="list-style-type: none"> <li>• iCollege has its own DfES number and pupil count return to which pupils without a current and/or appropriate school place may be enrolled</li> <li>• 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</li> <li>• iCollege is funded with baseline funding from the High Needs Block and top up funding from referring schools or the HNB</li> <li>• Decisions relating to admission into iCollege are always made with the learning, social or emotional needs of the young person as the paramount concern</li> </ul>
<b>7: Groups of Learners</b>	<p><b>The iCollege register reflects the following groups of learners:</b></p> <ul style="list-style-type: none"> <li>• Learners not enrolled at a mainstream school due to permanent exclusion</li> <li>• Post 16 learners who would otherwise be Not in Education or Employment</li> <li>• Learners who require complex packages for learning or Social, Emotional, Mental Health support and have an Education Health Care Plan</li> <li>• Learners identified, through robust professional assessment and scrutiny (West Berkshire Pupil Placement Panel), as being at immediate risk of permanent exclusion</li> <li>• Decisions are pupil-centred, solution-focused and prioritise appropriate pathways for all referrals</li> <li>• iCollege is designated as a mixed gender Pupil Referral Unit</li> <li>• 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.</li> </ul>

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01189 416636

**INDEPENDENCE KS4 & 5**

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

<b>7: Referral Types</b>	<ul style="list-style-type: none"> <li>• Following a Permanent Exclusion: Single roll at iCollege until FAP/SEN panel or PPP decision to remain at iCollege or enrolment at another primary or secondary mainstream or special school. KS 1 – 4. Inspiration (KS1 &amp; 2) and Integration (KS3 &amp; 4)</li> <li>• Request for short term / in-reach ('revolving-door'): dual roll, fixed term placements leading to a return to the referring mainstream, long term iCollege or special school. KS 1 – 4. Inspiration (KS1 &amp; 2), and Integration (KS3 &amp; 4)</li> <li>• 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)</li> <li>• KS 5 permanent places: Post 16 application process or SEND Panel. Independence</li> </ul>
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<b>Head Teacher:</b> Jacqueline Davies	<b>Sign:</b>	<b>Chair of Governing Body:</b> Tim Pritchard	<b>Sign:</b>
<b>Date</b>		<b>Date:</b>	

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
2.3	9.6.26	MC	PPP/FAP/SEN panel addition-JF	May 26

### 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

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