

1. Scope

This policy applies to all staff at Expanse Learning Wigan School (Hereafter referred to as the School).

2. Student Numbers

Expanse Group School is registered with the Department of Education and provides places for up to 31 boys and girls aged 11 to 16. Class groups may be combined to form a more viable teaching and learning group.

3. Admission Criteria

- Students will be aged between 11 and 16 years.
- All students will have an Education, Health Care Plan (EHCP) or be under an assessment to complete an EHCP
- the plan will specify that the student has SEND, social, emotional and mental health issues (SEMH)/ASD difficulties and behaviours, which may be deemed challenging or inappropriate in other school settings.
- Students may have specific or generalised learning difficulties.
- There might be exceptional circumstances in which a student is admitted for a formal assessment by the LA.

4. Admissions Process

All students admitted to the School will have been initially referred by their Local Authority (LA). If, after reviewing the information provided, the school believes that the student meets the admission criteria, arrangements will be made with the LA for the parents/carers and student to visit the school. The interview will include a tour of the school and a meeting at which the school policies and curriculum are discussed. Visitors will have the opportunity to ask any questions they may have.

If, following these visits, all concerned are agreed that the student's needs can be met at the school and that the student and parent/carers are committed to the placement, arrangement will be made for admission.

The LA will:

- Confirm acceptance of the offer of placement.
- Attend Annual Review Meetings.

The school will provide each student:

- A hot drink, toast or/and cereal on arrival at school each morning.
- A choice of two school meals at lunch time and a desert. On days when students are on an educational visit they are provided with a packed lunch. If a student has specific dietary needs, these will be catered for.

The school will provide each parent/carer:

- Details of Expanse Group information.
- A School Welcome Pack.

5. Dress code

The school aim is to prepare our students for all aspects of life beyond Expanse Group. Whilst we value individuality, students and parents / carers need to recognise that appropriate dress, along with basic etiquette, are common requirements in the School and professional settings.

Guidelines:

1. No see-through clothing or strapless tops including sheer leggings
2. No visible underwear/swimwear
3. Non-uniform shorts / skirts to be minimum fingertip length
4. No deliberately ripped or torn garments
5. No clothing with offensive / inappropriate slogans or images
6. No coats on in any lessons
7. No hoods up or hats on in any school buildings

Students found to be inappropriately dressed will be expected to put on clothing provided by the school over their own clothes for the remainder of the day. Students repeatedly failing to comply or not following teachers'

instructions to rectify their dress will be referred to the pastoral team. The Head Teacher or another senior member of staff will inform parents / carers of the incident.

6. Monitoring arrangements

This policy will be reviewed by Head Teacher every 12 months. At every review, the policy will be shared with the Board of Directors/governing board.

Impact of non-compliance for:	
Staff:	Disciplinary action
Student:	Suspension, Temporary Exclusion, Permanent Exclusion, Action plan, Support plan
Legislation/organisational:	Reputational damage, statutory and non-regulated compliance
Compliance lead:	Headteacher/Director of Schools
Policy Reference:	ELWS-OPR-002
Version:	4
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	No

Approval

Prepared by Richard King 01/09/2020  Director of Schools, Pre 16 Education	Approved by Tony Brown 01/09/2020  CEO	Counter Signatory Scott Roberts (Assoc. CIPD) 01/09/2020  Head of Corporate Services
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Version Control

Version	Date	Revision	Review Date
1	22/06/2018	First Issue	21/06/2019
2	04/02/2019	Transferred onto the new policy template	21/06/2019
3	01/09/2019	Policy review and transferred to new template	31/08/2020
4	01/09/2020	Policy Review	31/08/2021
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