The Beacon
Pupil Referral Unit

ADMISSIONS POLICY

DATE:	**July 2025**
REVIEW DATE:	**July 2027**
PERSON RESPONSIBLE:	**Mrs L Hatton**

The Beacon Tier 2 Provision (previously referred to as course placements)

For all school enquiries regarding a pupil please contact the Headteacher Mrs Lesley Hatton on the school telephone number or e-mail address.

Mrs L Hatton

01527 514068

office@thebeacon.worcs.sch.uk

Policy Statement: Behaviour Support Referral Process

- Schools must clearly identify and articulate the specific needs of the pupil that have led to the request for support.
- The Headteacher will review the information provided and determine the appropriate next steps. This process will be formalised through the completion of a referral. Please note referral forms can be found on the Outreach page on The Beacon's website.
- Access to support requires a referral that has been signed by the pupil's parents/carers. Without parental consent, input from the service cannot be initiated.
- In the first instance, provision will ordinarily be delivered in the form of Outreach Support.

Permanently Excluded Pupils:

Pupils who have been permanently excluded need to be referred by the Worcestershire Exclusions Team. When spaces are available, The Beacon offers the required 6-day provision. Please note we are unable to action individual parent/carer requests.

Section 19 Pupils:

These pupils have specific circumstances that may lead to a referral from the stated Worcestershire Exclusions Team.

Examples include:

- Pupils awaiting a Special School place – referred by the Special Educational Needs team.
- Children who are missing education from outside of Worcestershire – referred by the Children Missing Education team.
- Pupils who are awaiting confirmation of an Education and Health Care Plan (EHCP) - referred by the Special Educational Needs team.