Elevate Admissions Policy

Scope:	**Provision Policy**
Author:	**Principal**
Name of responsible lead:	**Principal**
Approving committee:	**Director of Special Education Needs**
Statutory basis:	**Statutory**
Requirement to publish on website:	**Yes**
Date Ratified:	**Nov 2026**
Date distributed to staff:	**Nov 2026**

Context:

Elevate is a supported internship post 16 provision (16-19), commissioned by the local authority to support post 16 progression.
The provision is based at Elem academy, Bournemouth.
The Elevate curriculum involves a 6 week induction ensuring that students are ready for work.
Following successful completion of the induction students will be based mainly in a work placement for at least 3 days per week, and will spend the remaining 2 days at Elevate.
Pupils receive a 5 day per week offer of at least 16 hrs per week. This changes depending on work placement requirements.

Legal Framework:

This policy has due regard for all relevant legislation and statutory guidance including, but not limited to:

- Equality Act 2010
- Human Rights Act 1998
- Special Educational Needs and Disability Discrimination Act (2005)
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code' This policy operates in conjunction with the following AAT Trust policies:
- Equal Opportunities Policy
- Data Protection Policy

Admissions Criteria:

ELEVATE is situated at Elm academy, and is part of Longspee Secondary academy.
In order to be admitted to ELEVATE, the following criteria will need to be clearly met:

1. The placement is for those students who are between 16 – 19 years of age

2. Students must have an EHCP. The EHCP must support that the student's aptitude and ability match that of being able to function effectively and safely on working construction and maintenance sites.

3. The students will have identified SEMH needs that can be appropriately supported in the work place, and do not present a high risk to the student or others. SEMH: Social, Emotional and Mental Health including attention deficit hyperactivity disorder (ADHD), attention deficit disorder (ADD), oppositional defiant disorder (ODD), attachment disorder, anxiety and depression.

4. Whilst students may have SEMH needs, students must be able to function as part of part of a group and independently and demonstrate socially acceptable behaviour with limited support. They must be able to advocate for themselves particularly and potentially working on working construction sites.

5. Students must be capable of achieving independent living and maintaining age appropriate relationships.

6. Students must aspire to work in the area of construction, site maintenance and leisure industries working and aspire to be working at or towards a L2 qualification.

7. Pupils can only be referred to ELEVATE through the BCP SEND panel process.

Admissions Process:

Students are referred by BCP SEN team, to ELEVATE, who then identify suitable candidates based on EHCP.
Student will be interviewed for suitability on the course by ELEVATE.
Following the course interview, if successful, a job match will be completed.
Student to complete a Job match suitability Interview with placement/employer.
If successful, pupils must complete the induction fortnight before starting on the Supported internship programme and begin working on their placement. The placement will last 1 year from commencement.

On Entry:

Academy Leaders, administrative support, Pastoral staff and allocated teachers will ensure that:

- pupil information is entered into the academy's management information system

- education files are set up
- teaching staff and colleagues are fully prepared
- medical conditions are known and communicated
- kitchen staff are made aware of any dietary considerations
- the annual EHCP review date is known or if not scheduled, set a date
- information from the previous school is received
- a full risk assessment is in place