

# Northampton Saints Foundation

## Admission and Referral Policy



Issue date: September 2025

A handwritten signature in black ink, appearing to read 'Jon Drown'.

Signed:

Review period: Annually

The following policy has been approved by the Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: July 2025

Board signatory: Jon Drown

Planned review: July 2026

## **Northampton Saints Foundation referral arrangements for the Engage programme (ages 7 to 16 years old)**

### **Introductory statement**

The Engage programme through Northampton Saints Foundation is a non DfE registered Alternative Provision.

The aim of The Engage programme at Northampton Saints Foundation is to re-engage its young people into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

### **Number of places available**

Engage will provide placements for young people at each hub aged between 7 to 16 years old. These places will all be part time places (maximum of 3 days a week). The ratio of staff to young people is 1:3/ Typically a hub will have up to 9 young people each day.

### **Referral arrangements**

Where students are on the roll of another school and attend for a short period of time the student may use this provision to supplement their timetable.

Where students are not on the roll of school (i.e. mainly where they have been permanently excluded) they will be under the Local Authority.

### **Referral arrangements**

To acquire a place on Engage at Northampton Saints Foundation, young people can be referred by an educational establishment, a professional working with the family or local authority. All referring parties will use the referral form here: [Engage Referral Form](#) (appendix A)

### **Referral process**

- Complete paperwork for referral: [Engage Referral Form](#)
- Referral send to [engagemanagers@northamptonsaintsfoundation.org](mailto:engagemanagers@northamptonsaintsfoundation.org)
- A member of the team will be in touch to confirm suitable days
- Contact made to parents/ carers to arrange an induction for the young person
- Complete Induction at the provision with staff, young person and parent/ carer
- Agree a start date for the designated days

Please always check for availability before making a referral.

### **Induction**

During the induction, the young person will have the opportunity to see the provision and meet some of the staff. They will have the opportunity to ask any questions and clarify what is expected. Inductions typically take 30 minutes.

Criteria to be applied in respect of other pupils when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available.

1. Waiting list in order of referrals or requests for extra days will be followed

## Offers

If we can accept a referral<sup>1</sup> we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date<sup>2</sup>, the date by which the offer should be accepted and the address to which to respond.

## Complaints

Any objections to this policy or its application should be raised through our Complaints Policy.

## Equal Opportunities

Northampton Saints Foundation is committed to equal opportunities and admits young people across the full spectrum of abilities. All students have equal access to the provision. Students with a statement of special educational needs or education health and care plan will have equal right to attend the programme.

## Review

This policy will be reviewed annually and any amended policy for the following year will be published on the website. The policy will remain on the website throughout the school year.

## Links to other policies

This policy should be read in conjunction with the school's other policies published here [then include links to:

- Complaints Policy
- Safeguarding policy;