

**WESTBOURNE ACADEMY**  
**ACCEPTING STUDENTS AGED 14-15 POLICY**

In addition to the Safeguarding Policy, Westbourne Academy have detailed responsibilities and procedures for accepting 14 and 15 year old students into the Academy.

**Context**

As of 1<sup>st</sup> January 2019, Westbourne Academy are now accepting students aged 14 and 15 onto the Junior Programme. Students aged 14-15 may only be booked onto the Junior Programme Course as part of a group who are joined by a Group Leader for the duration of their course. Students aged 14-15 may only attend a course for a maximum of 3 weeks.

**Around the School**

All students who are booked onto the Junior Programme (ages 14-17) are given a different timetable to the adult school. This is shown below and allows students to have separate break times to the adult school.

Junior Programme (14-15)		Adult 16+ Programme	
09:00 – 10.20	Class	09:30 – 10.50	Class
10:20 – 10:40	Break	10:50 – 11:10	Break
10:40 – 12:00	Class	11:10 – 12:30	Class
12:00 – 13:00	LUNCH	12:30 – 13:30	LUNCH

Students are placed in classrooms 6, 7, 8 and 9 as this area of the school can be separated with its own toilet which can be used by students who are studying on the Junior Programme. Students are supervised at all times during their school day. This includes break and lunch times. There will also be a member of staff on duty at the end of the school day at the school gate.

On their first day of school, students booked onto the Junior Programme have a separate intake meeting with the Director of Studies (Academic Manager or Principal if the DOS is unavailable) to the 'adult' courses with additional information.

**Booking and Pre-arrival**

At the time we receive a booking for a 14 – 15 year old student, Westbourne Academy send a copy of the 'Students under the age of 18' booklet to the agency/parent along with a 'Parental Consent Form U16'. This form must be signed by a parent or guardian, and a copy returned to Westbourne Academy before the booking will be processed. All students and agencies are made aware of this when the form is sent.

Individual students aged 14 and 15 are not accepted by Westbourne Academy. All students under the age of 16 must join the course as part of a group. All groups are required to have a Group Leader for the duration of their course (it is accepted for the Group Leader to change e.g. week by week; however, Westbourne Academy must be informed of this and have contact details for all group leaders).

## Administration

On our booking system we have set the system to alert us immediately via pop-up if a student 18+ is booked onto the Junior Programme.

Students between the ages of 14 and 15 have a yellow register sheet or are highlighted in yellow for digital registers. This allows members of the teaching staff to easily identify student ages whilst inside the classroom. All teachers are informed that if they have a register with yellow register sheet (ages 14-15) together with a white register sheet (ages 18+) they must inform a member of management immediately. This is the same for if they have yellow highlighted students together with non-highlighted students on the digital registers.

Although every precaution is taken at the classing stage, the coloured register sheets are an additional check to stop a student under the age of 16 and a student aged 18+ being placed in the same class. If a student who is aged 17 turns 18 during their time on the Junior Programme, they must change class to an adult course for the remainder of their course. Date of births are included on both the paper and digital registers.

## Accommodation

All homestays accepting students aged 14 – 15 must have a valid DBS (up to 3 years), or be on the annual update service. In addition, a risk assessment will be completed by the Head of Accommodation to assess a homestay's suitability for accepting 14 and 15 year olds.

Students under the age of 18 can only be accommodated in Westbourne Academy homestay accommodation (unless specific permission is given by the Principal). Students aged 14 and 15 must be in a twin room. If twin rooms are not available, we will place them in two single rooms within the same homestay.

Students are placed in homestays located on the M1/M2 bus route where possible. In addition, all groups are placed as close together as possible to allow them to travel to and from school and activities together.

Students over the age of 18 from Westbourne Academy are never placed in the same homestays as students under the age of 16, unless specifically requested in writing. Students are twinned in a room with other students from their own group.

It is accepted for any student between the age of 14 and 17 to share a room together. However, where possible, Westbourne Academy places students together with no more than a 2-year age gap.

Should a welfare issue occur, homestays and/or students are asked to telephone the 24-hour emergency telephone number to inform them of the situation and seek advice.

## Welfare Checks

All students under 18 meet with a member of the Safeguarding/Welfare Team every week to ensure the students are happy and they have no issues or concerns about any aspect of their programme. Any concerns are reported to the rest of the safeguarding team within the weekly meeting.

## Sickness / absence

If a student under the age of 16 is ill during their stay and needs to take a day off school, they or the homestay are asked to telephone the school before the start of their lesson. If a member of the homestay has not confirmed that they will be at the home throughout the day to care for the student, the student will be asked to come into school to rest in the sick room. It may be necessary for a member of the safeguarding team to pick the student up from their home address. The group leaders are informed and can act as a translator if necessary.

### Step 1

Attendance is checked within the first 30 minutes of a student's lesson

### Step 2

Should a student be missing, the student's mobile number and their homestay are telephoned to find out why they are late/absent.

### Step 3

If there is no reply from either call, it may be necessary for a member of staff to visit the accommodation.

### Step 4

If still no reply, contact with natural parents and agents will be made and if no knowledge of student whereabouts, police will be informed.

**Free-time**

All students are given a wristband on their first day of school. For students ages 14 and 15, this is yellow to differentiate them from 16 and 17. Students are required to wear this continuously throughout their course. A member of staff checks daily whether a student is wearing their band. Should a student not be wearing it, they are sent to reception for another band to borrow. If they have lost their band, they are charged 50p for a new band. This fee goes to the school's annual chosen charity.

Students aged 14 – 15 will usually have their own dedicated social programme but are able to take part in activities organised by Westbourne Academy with adult students with adequate supervision and ensuring the activity is suitable for their age group. Group leaders must attend these activities as well and there will be an additional staff member supervising them. Examples of this include a movie night at the school or an excursion to Oxford.

**Curfew**

Students aged 14 -15 have a daily curfew of 9:30PM. This is the same throughout the week. Homestays are asked that if their student is not home past their curfew, to contact the student immediately. Should they not receive an answer, the homestay is asked to phone the 24-hour emergency telephone number where they can speak to a member of the safeguarding team for advice. They may be required to telephone the police and report the student as missing. The safeguarding team will inform the group leader immediately.

If a student repeatedly misses their curfew, the DSL talks with the student (as well as the Group Leader and Agent) to discuss the seriousness of missing their curfew. They are informed that if the missed curfews continue, they may be asked to leave the school and return home.