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Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

Admissions Policy

31.10.2021



Nurturing inclusive learning communities



1	Summary	Engage Academy Admissions Policy			
2	Responsible person	Alison Ward			
3	Accountable ELT member	Alison Ward			
4	Applies to	All Engage staff			
5	Trustees and/or individuals who have overseen development of this policy	The Trust Board			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Alison Ward			
8	Ratifying committee(s) and date of final approval	The Trust Board 21 st October 2021			
9	Version Number	1.3			
10	Available on	Every	Y/N	Trust Website	Y/N
				Academy Website	Y/N
				Staff Portal	Y/N
11	Related documents (if applicable)	N/A			
12	Disseminated to	All Engage staff			
13	Date of implementation (when shared)	2.11.2021			
14	Date of next formal review	31.10.2022			
15	Consulted with Recognised Trade Unions	Y/N			

Date	Version	Action	Summary of changes
*31/10/2021	*3.0	*Policy review	*Review of policy

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Terms of Reference

- i. This policy has been written for all staff within Engage Academy; pupils; parents / carers; referring professionals and trustees. All staff should have a working knowledge of this policy.
- ii. A copy of this policy is available electronically on the school website.
- iii. Relevant Statutory guidance (DFE), circulars, legislation and other sources of information are:

Exclusion guidance 2017:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf

School attendance 2021:

<https://www.gov.uk/government/publications/school-attendance>

Mental health & Behaviour in school 2016:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf

Guidance to Schools On the use of Reduced Timetables:

[Reduced \(part-time\) timetables in school | General information and advice | Kirklees Local Offer](#)

Ensuring a good education for children who cannot attend school because of health needs:

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

This policy aims to provide a clear, transparent admissions process.

Introduction:

This policy covers admissions processes into Engage Primary Academy (EYFS2, Key Stage 1 & 2).

The LA commissions the above places with the priority around statutory responsibilities outlined in the links on page 2.

Engage Academy (EYFS2 and Key Stages 1, 2) admission routes:

1. Permanent Exclusion

Following receipt of a permanent exclusion notification, KS1/2 Kirklees resident pupils receive full time education at Engage Academy from Day 6 of their exclusion. Pupils remain dual registered with the excluding school until 15 school days have passed since the parents were notified of the governing boards' decision to not reinstate the pupil and no application has been made for an independent review panel **or** the parents have stated in writing that they will not be applying for an independent review. The pupil is then single registered with Engage Academy.

2. Turnaround Placement (EYFS2, Key Stages 1 & 2)

Pupils are referred for a time-limited, turnaround placement in partnership with mainstream schools. The purpose of a turnaround placement is for Engage Academy to enable pupils to have their social, emotional and mental health (SEMH) needs fully identified and supported, and to provide strategies to support their successful re-integration to their mainstream school.

The effectiveness of partnership working is paramount and schools are required to be actively working with Ethos Academy Trust to develop effective and sustainable learning strategies that meet the holistic needs of the pupil.

Pupils are dual registered during their placement with the referring school being the 'main' and Engage Academy being the 'subsidiary' setting.

There would be an expectation that the Ethos Academy Trust Outreach team would have had recent involvement with the pupil and the My Support Plan will have been reviewed at least twice.

Please note: the referring mainstream school retains the responsibility for:

- starting and maintaining the EHCP;
- submitting referrals to external agencies and attending/leading social care meetings where appropriate.

All pupils referred will be presenting with high levels of SEMH needs. They will already have received substantial support from within their mainstream schools (outlined within Kirklees Council's 'Person-Centred Approaches' - see link below).

<https://www.kirklees.gov.uk/beta/special-education/special-educational-needs-support-inschool.aspx>

3. SENDACT request for placement

SENDACT, in partnership with a pupil's mainstream school (when appropriate), can refer for a time-limited placement at Engage Academy following a review of their EHCP (primary need being SEMH).

The purpose of this placement is for Engage Academy to further assess a pupil's SEMH needs and to provide strategies to support a successful re-integration.

The effectiveness of partnership working is paramount and schools are required to be actively working with Engage Academy to develop effective and sustainable learning strategies that meet the holistic needs of the pupil.

Pupils are dual registered during their placement with the referring school being the 'main' and Engage Academy being the 'subsidiary' setting.

Please note: the referring mainstream school retains the responsibility for:

- reviewing the EHCP;
- submitting referrals to external agencies and attending/leading social care meetings where appropriate.

4. EYFS2 and Key Stages 1 & 2 Transitional Places

Transitional places for Engage Academy will be considered following receipt of consultation paperwork from SENDACT. The Head teacher, SENCo and SLT will discuss the case in order to determine if the child will be considered for a transitional place within the provision at Engage Academy if they meet the following criteria:

- The child has an EHCP and has been assessed as having social, emotional and mental health needs identified as a primary need;
- The annual review evidences that interventions and specialist advice have been put in place, followed, monitored and adjusted as necessary;
- If other areas of special educational need have been identified within the EHCP, advice from specialists must have been implemented for at least a term;
- There is clear evidence that the needs of the child limit their ability to access the curriculum and/or impede their emotional, social or mental

health development and as a result impact upon their ability to make progress in learning;

- The child needs to access a specialist nurturing environment providing specialist knowledge, skills, technology and/or resources;
- The child has a sudden deterioration following a high level of trauma/disclosure which requires intensive support for a period of time delivered by specialists in social, emotional and mental health

Or

- They have moved into the area with significant difficulties as outlined above and require more detailed specialist assessment in order to determine appropriate educational provision;
- There is agreement following specialist advice that SEMH needs can be met within Engage Academy

Requests for a transitional place will be made following an EHCP review in line with statutory processes following the SEND Code of Practice (2014).

Occasionally, requests for a placement are received from other sources such as education safeguarding or pupils who have arrived from out of authority. These requests are considered on an individual basis in consultation with the Head Teacher and appropriate external agencies.

Referral Process for all schools within Ethos Academy Trust.

- **Guidance:** <https://www.eat.uk.com/wp-content/uploads/2020/04/SPR-Form-Guidance-2019-1.pdf> Save the completed form securely and send to the panel using Anycomms.
- To submit via Anycomms (<https://sst.kirklees.gov.uk/Login.aspx>) - documents will need to be passed to a member of office staff who have an Anycomms log in.
- Click on 'Upload File(s) to the Local Authority'
- Click on 'Browse' and upload relevant file
- From the 'File Type' drop down list choose 'Single Point Referral'. It should then automatically put 'Inclusion' in the 'Service' drop down.
- You can enter a description of the file or a comment in the 'Description' box
- Click on 'Upload All Files' to send.

The referral panel meet fortnightly to consider pupil admissions to Ethos Academy Trust. The panel is chaired by a Kirklees head teacher from either a primary or secondary mainstream school.

All placement referrals will require the completion of the Single Point referral form (see link below) and schools must ensure that pupils' CTF files are forwarded in advance of the agreed admission date.

<https://www.eat.uk.com/our-services/single-point-referral-process/>

PRIMARY ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process
<p>Permanent exclusion</p>  <p>Exclusion from maintained schools, academies and pupil referral units in England</p> <p>Statutory guidance for those with legal responsibilities in relation to exclusion</p> <p>September 2017</p>	<p>Tracy Rider – Exclusions Officer / Inclusion Manager (Primary) Tel: 01924 -478482 Tracy.rider@eat.uk.com</p> <p>Allison Langdale – Exclusions Officer / Inclusion Manager (Secondary) Tel: 01924 – 478482 Allison.langdale@eat.uk.com</p>	<p>PEX Notification form: https://www.eat.uk.com/our-services/permanent-exclusions/ Permanent Exclusion letter to parent.</p> <p>Additional information:</p> <ul style="list-style-type: none"> • Attainment and progress (this could be the last school report) • Personal development, Behaviour and Welfare (this will vary within each school but might include personalised plans for the child (MSP), summary of behaviour to date etc.) 	<p>Local Authority notify Ethos Academy Trust of permanent exclusion.</p> <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Ethos Academy Trust. 3. Start date agreed. 4. Baseline assessments undertaken. 5. My Support Plan / EHCP updated. <p>Please note: Following a Day 6 placement, schools will provide legacy data to show the progress that has been made by pupils following reintegration. The expectation is that Ethos Academy Trust will be able to obtain academic reports for the 3 terms following placement.</p>
PRIMARY / SECONDARY ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process

<p>Turnaround placement</p>	<p>Primary KS1/2 contacts: Alison Ward – Head Teacher Tel: 01924 - 476449 alison.ward@eat.uk.com Gemma Fellows – Deputy Head Tel: 01924 476449 Gemma.fellows@eat.uk.com</p>	<p>Referral form https://www.eat.uk.com/our-services/single-point-referral-process/</p>	<p>Mainstream school submit referral with advice from outreach case worker.</p> <p>Ethos Academy Trust liaises directly with pupil's home school regarding admission.</p> <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Ethos Academy Trust (supported by referring school staff). 3. Start date agreed., review meetings planned and exit date.
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<p>Transitional Places (EYFS2 and KS1,2)</p>	<p>Primary contacts:</p> <p>Alison Ward – Head Teacher Tel: 01924 - 476449 alison.ward@eat.uk.com</p> <p>Clare Dawson - SENDCO Tel: 01924 476449 Clare.dawson@eat.uk.com</p>	<p>Consultation form from SENDACT. EHCP review documents</p>	<p>1.SENDACT submit consultation papers to Engage Academy.</p> <p>2.Engage Academy able to meet need: SENCO responds positively to consultation and offers a place.</p> <p>3.Parents and pupil visit Engage Academy.</p> <p>4.Start date agreed.</p>
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