

eat.uk.com

@EthosAcadTrust

Company Registration Number: 10745840 (England and Wales)

Engage Academy

# Admissions Policy

Academic year  
2023/2024



Nurturing inclusive learning communities



<b>1</b>	<b>Summary</b>	Engage Academy Admissions Policy			
<b>2</b>	<b>Responsible person</b>	Head Teacher/SLT			
<b>3</b>	<b>Accountable ELT member</b>	Alison Ward			
<b>4</b>	<b>Applies to</b>	Engage Academy			
<b>5</b>	<b>Trustees and/or individuals who have overseen development of this policy</b>	Board of Trustees			
<b>6</b>	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	N/A			
<b>8</b>	<b>Ratifying committee(s) and date of final approval</b>	Trust Board			
<b>9</b>	<b>Version Number</b>	1.6			
<b>10</b>	<b>Available on</b>	Every	Y/N	Trust Website	Y/N
				Academy Website	Y/N
				Staff Portal	Y/N
<b>11</b>	<b>Related documents (if applicable)</b>	See links on policy			
<b>12</b>	<b>Disseminated to</b>	All staff, parents and carers			
<b>13</b>	<b>Date of implementation (when shared)</b>	November 2023			
<b>14</b>	<b>Date of next formal review</b>	October 2024			
<b>15</b>	<b>Consulted with Recognised Trade Unions</b>	Y/N			

Date	Version	Action	Summary of changes
15/9/2022	1.5	Policy review and revision	Review policy and revised changes/updates
10/10/2023	1.6	Policy review and revision	Policy re- write due to provision changing to EHCP placements

# Contents

Section	Description	Page
1.	Admissions	4
2.	The Admissions Process	4
3.	Making an Informed Decision	5
4.	Expressing Preference	5
5.	The Academy's Formal Response to the Local Authority	5
6.	Formal Confirmation from the Local Authority	6
7.	Once a child has started at Engage Academy	6
8.	Permanent Exclusions	7

# 1. Admissions

Engage Academy is an Alternative Provision for pupils in KS1 and KS2. It is a provision for pupils with Social Emotional Mental Health (SEMH). Engage Academy is also responsible for Permanently Excluded KS1 and 2 children in Kirklees until December 2023.

**PAN Number:** Our school is registered for 28 students.

We are open to children of all religions and cultures. The school would expect that all pupils referred for admission would have complex social, emotional and mental health needs. In addition, other pupils may have additional needs that are related to autism.

Admission arrangements for disabled pupils may be found in our Accessibility Plan.

The only entry to the school is based on Local Authority referrals. Admission is via an Educational Health Care Plan (EHCP) in all but exceptional circumstances.

# 2. The Admissions Process

The admission process will:

- Be clearly outlined to prospective parents / carers which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally.
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family.
- Begin to establish the partnership with parents / carers and clarify expectations.
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings.
- Enable parents / carers to become confident partners in their child's education.
- Be sensitive to the needs of other pupils in the class and the resources available.
- Include close liaison with feeder schools where appropriate.

- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and where involved.

### **3. Making an Informed Decision - an opportunity to see our school in action**

If you wish to visit Engage Academy, please contact Alison Ward via email at Engage Academy [award@eat.uk.com](mailto:award@eat.uk.com) or call Engage Academy on 01924 476449. We shall be very pleased to show you our school in action and share our vision, values and expectations.

### **4. Expressing Preference**

If you have a preference for our school, you must contact the local authority, who will consult with the school on your behalf.

The local authority will consult with the school's admissions panel, before naming the school in your child's EHCP.

### **5. The Academy's Formal Response to the Local Authority**

In accordance with the Special Educational Needs Code of Practice 2001, the school will make a formal response to the local authority within 15 working days of the consultation date, unless the time period falls within a school holiday that is longer than two weeks.

Due to the severe complexities of our potential pupils, we sometimes have to ask for extra information so that we can do the necessary risk assessment that will help us to decide whether we are the correct provision for your child. Our formal response to the local authority is dependent on how quickly we receive information from various agencies.

The school will submit a formal response to the LA to indicate whether or not it can meet the needs of your child.

The school then awaits a final response from the local authority.

## **6. Formal confirmation from the local authority that your child has a place at Engage Academy**

- Once the school has received formal confirmation from the local authority that your child's placement in the school has been agreed, the school will contact you to arrange a meeting as part of the induction process.
- Please note that an adult with legal responsibility must be present at this initial meeting.
- At the meeting we will agree a start date and name of the key members of staff that will be working with your child. A transition plan will then be discussed and plans will be put in place.
- Paperwork will be completed and where appropriate support will be given to apply for school transport for travel to and from Engage Academy. Requests for school transport will follow each local authority's transport arrangements

## **7. Once a child has started at Engage Academy**

- Opportunities for close liaison between home and school will be maintained. On some occasions, home visits may be appropriate.
- Liaison between home/school may also be via telephone or by making a time to meet with school staff and parents/carers in school.
- There will be regular parent events to enable parents/carers and teachers to meet and discuss your child's progress.
- Data progress information will be sent to parents/carers in a report.
- An annual review is held within 12 months of the Education & Healthcare Plan being issued and thereafter annually or sooner if required.

## 8. Permanent Exclusions

***Please note, Engage Academy will no longer provide Day 6 provision from 01/01/2024***

Following receipt of a permanent exclusion notification, KS1 and 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.

After receiving support and intervention from Engage Academy, pupils may then be referred to the Fair Access Panel to find a local mainstream school placement. Alternatively, if there is enough evidence to support application for an EHCP assessment, a suitable placement may be named through the EHCP consultation process.