

Ethos Academy Trust

Admissions Policy

September 2025

1	Summary	Ethos Academy Trust Admissions Policy				
2	Responsible person	Head Teacher				
3	Accountable ELT member	Kate Hewson				
4	Applies to	Ethos Academies				
5	Trustees and/or individuals who have overseen development of this policy	Board of Trustees				
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	N/A				
8	Ratifying committee(s) and date of final approval	Trust Board September 2025				
9	Version Number	1.0				
10	Available on	Every	Y	Trust Website	Y/	N
				Academy Website	Y/	N
				Staff Portal	Y/N	
11	Related documents (if applicable)	See details in policy				
12	Disseminated to	All staff, parents and carers				
13	Date of implementation (when shared)	26/09/2025				
14	Date of next formal review	September 2026				
15	Consulted with Recognised Trade Unions	N				

Date	Version	Action	Summary of changes
September 2025	1.0	Policy revision	New Trust policy – amalgamating the previous school versions to one copy across the Trust

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1. Terms of Reference

This policy has been written for all Ethos Academy Trust stakeholders: staff, pupils, parents/carers, referring professionals and trustees. All staff should have a working knowledge of this policy. It provides a Trust-wide framework for admissions, ensuring consistency across Enrich Academy, Evolve Academy and Reach Academy, whilst allowing for contextual differences detailed in appendices.

Relevant statutory guidance and sources include:

- Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England (2022)
- School attendance guidance (2022)
- Mental Health & Behaviour in Schools (2018)
- DfE Guidance on the use of reduced timetables
- Ensuring a good education for children who cannot attend school because of health needs (2013)
- Local Authority guidance including Wakefield and Kirklees Inclusion frameworks

2. Introduction

This policy outlines the admissions arrangements across the academies within Ethos Academy Trust. The Local Authority commissions places within the Trust academies, with admissions primarily linked to statutory responsibilities for permanently excluded pupils, turnaround placements, and specialist EHCP provision. This policy ensures admissions are transparent, equitable, and supportive of pupil needs.

3. Admission Routes

Admissions routes differ slightly between academies (local context is given at the end of this document) but include:

1. Permanent Exclusion – Pupils placed in Ethos academies from Day 6 of exclusion in line with statutory guidance.
2. Turnaround Placements – Short-term, dual-registered placements to support reengagement in mainstream education.
3. EHCP Placements – Pupils placed via the Local Authority SEND panel where SEMH is identified as a primary or secondary need.

4. Referral Process

- Referrals are managed via Local Authority Inclusion Panels or SEND panels, depending on the type of placement.
- Schools must complete the relevant referral forms and ensure that accompanying documentation (e.g. CTF files, My Support Plans, EHCPs) are submitted in advance of the agreed admission date.
- Referral processes and paperwork differ slightly by academy and Local Authority – see Appendices or use the contact details in this document.

5. Guidance

- All pupils will have access to a full-time educational offer following admission.
- Transition planning will be sensitive to pupil and family needs.
- Referring schools remain responsible for statutory processes such as EHCP initiation, safeguarding referrals, and ongoing liaison during dual-registered placements.
- Ethos academies will provide baseline assessments, transition meetings, and regular reviews to support reintegration or ongoing provision.

6. Making an Informed Decision - an opportunity to see our school in action

- If you wish to visit the school, please make contact using the details below. We will be very pleased to show you our school in action and share our vision, values and expectations.

7. Post admission

- Regular liaison with parents/carers (home visits, calls, meetings).
- Parent events and reports shared.
- Annual review of EHCP within 12 months of issue, then annually.

8. Related legislation

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- A School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- Arranging Alternative Provision - guide for LAs and schools (DfE)

Appendices

Appendix A – Enrich Academy Context

- Key Stage 4 provision
- Admissions via Permanent Exclusion (Day 6) and Turnaround placements
- Referrals managed by Wakefield Inclusion Panel

Permanent Exclusion Process:

- LA notifies Enrich of exclusion.
- Planning meeting held with pupil, parents, school, and professionals. - Pupil and parents visit Enrich.
- Baseline assessments undertaken.
- My Support Plan updated.
- Pupil moves from dual to single registration after statutory timescales.

Turnaround Placement Process:

- Referred by mainstream school via Inclusion Panel.
- Pupils remain dual-registered.
- Referring school retains statutory responsibilities (EHCP, safeguarding).
- Active partnership working with referring school required.

Key Contacts:

- Headteacher: Laura Russell
- Main Office: 01924 862232
- LA Service Manager: Abi Mulligan

Appendix B – Evolve Academy Context

- Key Stage 2 and 3 provision
- Admissions via Permanent Exclusion (Day 6) and Turnaround placements
- Referrals managed by Wakefield Inclusion Panel

Permanent Exclusion Process:

- LA notifies Evolve of exclusion.
- Planning meeting held with pupil, parents, school, and professionals.
- Parents and pupil visit Evolve.
- Baseline assessments undertaken and My Support Plan updated.
- Pupil moves from dual to single registration after statutory timescales.

Turnaround Placement Process:

- Referral made by mainstream school via Inclusion Panel.
- Pupils dual-registered (mainstream = main, Evolve = subsidiary).

- Planning meetings and reviews scheduled.
- School staff visits arranged.
- My Support Plan updated; ePEP completed for CLA pupils.

Key Contacts:

- Head of School: Matthew Long
- Main Office: [01924 200752](tel:01924200752)
- Family and Student Liaison Officer: Bernadette Lavin (01924 200752 / blavin@eat.uk.com)
- LA Service Manager: Abi Mulligan

Appendix C – Elements Academy Context (including Elevate)

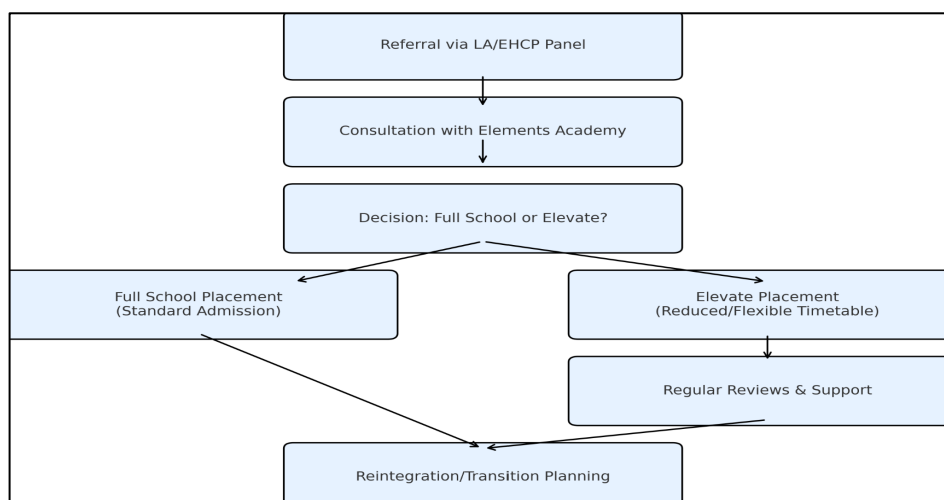
- KS2–KS4 SEMH provision (PAN 135)

Admissions Process:

- Admission exclusively via EHCP naming the school
- Elevate provision: off-site, flexible reduced timetable (5–17 hrs/week) agreed via EHCP panel + Headteacher recommendation
- Reintegration reviewed at annual EHCP review
- Parents sign PTT agreement where relevant
- Corporate transport supported but assessed by RMBC

Key contacts:

- Headteacher: Paul Farr
- Main Office: [01909 212231](tel:01909212231)



Appendix D – Engage, Ethos and Reach

Context

Engage Academy

KS1–KS2 provision (PAN 28)

Key Contacts:

- Headteacher: Alison Ward
- Main Office: [01924 476449](tel:01924476449)

Ethos College

KS4 provision (PAN 42)

Key Contacts:

- Head of School: Mel Kilner
- Main Office: [01924 469170](tel:01924469170)

Reach Academy

KS4 provision (PAN 42)

Key Contacts:

- Head of School: Jack Ghee
- Main Office: reachoffice@eat.uk.com / 01924 478482

Admissions Process:

- EHCP Consultations in line with the SEND code of practice
- Consultation visits to the school
- School named in section I of the EHCP
- Induction meeting and consents completed with parents/carers and school staff
- Transport applications completed and submitted to Local Authority
- Risk assessments will be put in place as required
- Induction and transition plan agreed
- Annual EHCP review