

Admission Arrangements

Admissions Policy

This policy was formally adopted by The Elland Academy on: November 2014
UPDATED MAY 2015 IN LINE WITH WORKING TOGETHER 2015, KEEPING CHILDREN SAFE IN
EDUCATION 2015 AND INFORMATION SHARING 2015
This policy was amended in May 2017
The renewal date for this policy is: July 2018

The Referral

The AP Free School is a high quality intervention resource for academies and schools to support re-engagement, nurture and develop the engagement of pupils with their learning within a mainstream setting.

The majority of intervention placements within the AP Free School will be short term. Pupils receiving part-time/full-time support will remain on their current school role and therefore will be dual registered. Learners will be supported by a Personal Learning Advocate, who will liaise with the community academy/school, parents/carers and the AP Free School. The admission of children and young people on to an AP Support Programme/Placement will be through a stringent referral process that is:

Simple and succinct and agreed by all parties

Evidence based and accurate

Transparent and clear

Following referral and an offer of an AP Free School placement or outreach support, partnership working is crucial to success and therefore partnership agreement will be sought from all parties. This ensures clarity of roles and responsibilities identifies clear expectations and demonstrates commitment.

Baseline assessments and testing along with the family/carers views and the learner's views will inform the development of a personalised learning programme. The personalised learning programme will be shared with all stakeholders and reviewed regularly.

There is an expectation that the majority of learners will return to community based education, and therefore following the review process, and with agreement a Reintegration Planning Meeting will take place to support a successful pathway back into mainstream provision.

Referral

Although initial enquiries can be made directly to The Elland Academy, there is a clear referral process. A referral form has to be accurately completed and submitted in order that the admission can be processed. Collaborative meetings are convened on a regular basis and are attended by a member of TEA SLT and the referring school. The purpose of the meeting is to ensure that the referral is genuine and that both parties are in total agreement that a placement at TEA is in the child's best interests.

Referrals regarding Looked-After Children, children on the Child Protection register and children who have been permanently excluded are automatically included on collaborative agenda due to the statutory nature of need. Incomplete or inappropriate referrals will be challenged and, if necessary, additional supportive information be requested to ensure that appropriate provision is offered.

Once approved, and following agreement with parents/carers, the admission process will commence. A formal letter will be sent to the referring schools informing them of the decision whether the referral has been successful or unsuccessful. It will also clearly state the offer made, a start date and length of placement agreed.

Referrals can be:

- Prioritised as urgent cases e.g. Child Protection or pupil in care etc.
- Agreed in principle subject to a positive tour of the Academy, meeting with parent/carer and representatives of the school and a good quality referral being made available.
- Placed on a waiting list for admission at a later date – appropriate for schools making more than one referral at the same time or where the referral does not follow the academy admissions window/cycle.

All prospective pupils are expected to attend an initial visit to The Elland Academy. This forms a crucial part of the admission procedure as it helps form a “picture” of the pupil, it gives an indication as to their level of commitment and attitude and it gives an opportunity for the admission paperwork to be completed by parents/carers. It also affords the opportunity for parents/carers to discuss further concerns/issues and meet those staff who will be involved in working closely with them and their child.

The type of placement offered may vary but will include one of the following unless the nature of the pupils distinct needs require a very specific programme to be arranged:

- A 10-12 week KS3 placement with a view to return to school/academy. (note: could be extended following a review and student need)
- A 10-12 week KS4 placement – offered in extraordinary circumstances to offer a “time out” for both pupil and school/academy.
- A Year 10 placement for the remainder of their compulsory school /academy career. (agreed with school/academy)
- An additional and different programme that will include elements of an on site and off site provision, college and/or Work Placement.
- A vocational only offer.
- A therapeutic only offer

During (usually after 4 weeks) and towards the end of the placement, reviews are convened to discuss academic, attendance and behavioural progress and make any necessary arrangements for future plans. Parents/carers and a representative from school/academy are expected to attend these meetings together with members of other agencies involved.

Please note that the academy will not be taking any year 11 referrals as these pupils are at virtual completion of their KS4 qualifications. However, TEA will consider year 11 referrals based on statutory context, individual pupil need and overall interests of the pupil.

The academy will also not be admitting any Year 7 (full-time) pupils in their first 2 terms of their Secondary school term. **(Except under exceptional circumstances)**. These will be considered in the June cycle for transitional purposes in July for a September start. This is to allow schools to follow the

SEN Code of Practice 2014 guidelines on Wave 1, Wave 2 – To allow enough time for schools to offer support. The academy will however make an outreach support offer within the schools/academies.

(Note: The Elland academy does not offer a one size fits all plan .Special consideration will be given to certain cases following multi –agency decisions to offer a placement for year 7 pupils).

Referral Window/Cycle

The Elland Academy will follow a referral cycle to allow effective use of resources and planning to best meet student needs and to ensure they make progress.(Note:)**This is only for the full time offer. Part time, vocational and therapeutic support referrals can be done any time**

Cycle 1 (Term 1)

May/June referrals for a September start. Students will have 2 week integration in July for a September start.

Cycle 2 (Term 2)

November referrals for a January start. Students will have 2 week integration in December for a January start.

Cycle 3 (Term 3)

March referrals for a May start. Students will have a 2 week trial in April for a May start.

The Elland Academy has a full time capacity of 60.

(Emergency referrals can be completed any time.)

Process

Initial meeting arranged with admissions lead to discuss possible referral

Week 1:

- Referral is made
- Meeting is scheduled between the Elland and lead from referring academy
- The Elland Academy writes to referring school/ academy to communicate decision

Week 2:

- A meeting is agreed
- Transition Plan is agreed, including transport arrangements (refer to transport policy)
- Parents come in with student for a tour and complete appropriate documentation
- Parents/carers sign appropriate documentation relating to external trips/visits
- Parents/carers state whether they agree to photographs of their child being taken and subsequently displayed
- Emergency contact details and pertinent medical information is declared
- Start dates are confirmed.
- A Personal Learning Advocate is appointed to take the lead on target-setting, review arrangements and offer coordination of future plans and events.
- Letters are sent to school/academies, home and relevant staff (if necessary) to inform of arrangements
- Course offer agreed

Week 3:

- CTF transfer of information
- Induction week for assessments
- Work completed from referring school /academy submitted
- Timetable provided

Week 4:

- Student starts classes at The Elland Academy

Non-Attenders

Any pupil with attendance of 75% or less will get an offer at TEA on an outreach basis in the first instance. This will be time led with a definitive review date within 3 weeks of the placement starting. The pupil would be monitored very closely to ensure that there was re-engagement with the school/academy.

The support will be offered for a 6-8 week period then a review will be convened to discuss next steps with a view to integrate back to school/academy.

(Note each case will be given individual consideration based on circumstances).