

Admissions Policy

Placement/Admission and Re-integration Policy

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Agreed by EAB:

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)
- Please **note: KS3 offer is on a 4: 1 basis with students being in their referring school/academy for 1 day a week. The Elland academy will also offer a day of outreach support in the referring academy/school.**
- 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.

Cycle 2 (Term 2)

November referrals for a January start.

Cycle 3 (Term 3)

March referrals for a May start.

The Elland Academy has a full time capacity of 60 at Secondary in reach placements).

(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).

Pupil Exit

Before pupils are referred back to school/academy, they experience a number of reintegration days which are supported according to the child's or school's needs. Leaving The Elland Academy can take a variety of routes and the following list demonstrates a number of options available:

- Return to school /academy along with specific guidance relating to managing an individual pupil' needs with weekly visits from the PLA for 3 weeks.
- Return to school with specific support from The Elland Academy
- An extension of the Academy place may be required to ensure that reintegration is successful
- A move to a Special School may be appropriate for those pupils with a Statement of Educational Need/ ECHP
- A Fresh start in a new school – either under the In Year Fair access Protocol or Managed Move Procedure.
- Transfer to an alternative PRU or AP Provision either as short term respite or a permanent basis. (This must be agreed with the referring school/academy).

Occasionally it may be advisable to continue a placement across a key stage. Although this situation is rare and will only be used when there is a likelihood that the pupil may be Permanently Excluded or a Special School placement is being processed and a return to mainstream is not deemed appropriate **(Note: The decision that a student is ready to return to the mainstream lies with the Elland academy following review meetings with parents and the key link from the referring school/academy).**A full report will be provided following assessment.

Exit Process

Actions	Process	Timescale
<p>Identify student that needs to be moved back to home school</p>	<ul style="list-style-type: none"> Initial meeting between named school link & Elland Admissions Lead. Student's data shared at meeting and student support discussed. Return date agreed for minimally 2 weeks later. Outreach work agreed with dates and times. Parents informed by Elland of possible move back to school by phone and letter 	<p>Week 1</p>
<p>Student profile shared with home academy</p>	<ul style="list-style-type: none"> Passport completed by Elland staff and returned to home school after consultation with parent and student. 	<p>End of First Week</p>
<p>Student Support in place at home school</p>	<ul style="list-style-type: none"> School lead identifies support package back to referring school. Timetables agreed with options. Parental consents obtained for intervention work by named school lead. Uniform arranged. Meet with key staff to inform of student return. 	<p>Week 2</p>
<p>Communication</p>	<ul style="list-style-type: none"> Parent contacted by named School Lead and invited to a meeting at the school. Parent officially informed of start date by letter. Passports circulated to staff at main school to prepare for T & L. 	<p>Week 2</p>
<p>Student Attends</p>	<ul style="list-style-type: none"> The School named lead informs the Elland Academy of the students first day of attendance 	<p>Beginning of week 3 at the earliest</p>

The Elland Academy and the referring school /academy agree on a re-integration plan. This will last for 6 weeks as follows:

Reintegration plan in the students school/academy will be as follows.

Week	Number of days in school
1	1
2	2
3	3
4	4
5	5
6	5

At the end of Week 3 the PLA supporting integration will provide a written report of the students highlighting any issues and strategies to support the student .At the end of week 6, a full review takes place and the decision to whether reintegrate fully or additional time at the Elland academy will be discussed and agreed.

Phone calls to continue to the Head of Year/academy lead to monitor returning student and offer drop in support occasionally.

Reports and reviews

Every pupil is allocated a Personal Learning Advocate on admission to The Elland Academy. It is their responsibility to ensure that pupil documentation is made available to all staff concerned. The PLA is the first point of contact for parent/carer concerns and is responsible for formally feeding back behavioural and learning progress via the report system. PLAs will hold the

4 -6 weekly review meetings with staff from referring schools/academies.

Subject staff are responsible for setting on-entry and exit Assessments and ensuring data is shared via the internal assessment systems in order to inform planning

Staff send reports home to parents/carers and/or offer regular feedback via telephone/email/text. Parents/carers are encouraged to make a response to this feedback either by return post (SAE provided), email or text. Regular reviews are vital especially at the point of reintegration. All partner agencies are encouraged to attend but in the event of non-attendance then comprehensive minutes are provided.

Leaving Report/Review

If a pupil is due to leave The Elland Academy then a review should be held to ascertain this. Pupils and school are presented with a folder documenting examples of work completed over the placement in each of the curriculum areas. Detailed analyses of targets are also included as are comparative data between a pupil's academic, behavioural and attendance data. This visually demonstrates the progress the pupil has made during their placement at The Elland Academy.

Reintegration

Reintegration to school is thoroughly and thoughtfully planned. The Elland academy admissions lead or relevant staff member of the Academy will liaise directly with the appropriate school-based person in order to plan a series of days/half days to support the pupil back into mainstream. This period can range from 4 weeks to 6 weeks depending on individual needs. Schools /academies receive detailed recommendations of how to manage an individual's behaviour and strategies are suggested to assist a smooth and successful reintegration. It is anticipated that schools follow the professional advice that the Academy offers with regards to the successful management of an individual's behaviour. Following the reintegration period, the PLA will make contact with the school in order to ensure that all is well. If necessary, staff may be available to offer further support. We encourage schools to keep us up to speed with how well the pupils are settling back or any concerns.

In order for The Elland Academy to work effectively and support the needs of pupils, parents and schools, it is vital that all parties, associated with the welfare of an individual child, are open to dialogue and are able to work together in a constructive manner to best meet their needs.

Charges (Please note top up charges are payable even if students are absent)

The following are charges based on, we believe, fair practice and economy of scale. They offer good value for money based on what TEA can offer

Offer	Cost
Primary Outreach	£150 a day regardless of numbers
Secondary outreach	£150 a day regardless of numbers
Full time offer	£44.71 Per day Tier 1 66.13 a day Tier 2 Tier 3 is via negotiation with HOA
Vocational offer	£50 per day
Therapeutic offer	£30 per session

The Collaborative Meetings

Each referring school /academy has nominated a referrals Lead and contact with the Elland Academy. To allow greater partnerships and collaboration, it is important to meet regularly to review processes and find the best way forward. These meetings will be held every term at The Elland Academy. Invitation letters will be sent out highlighting meeting dates, times and venue. Minutes will be taken and distributed.