

The Elland Academy

Admissions Policy

Policy written:	November 2014
Policy reviewed:	September 2019
Policy next due for review:	September 2020
Policy compiled by:	P. Harris
Policy reviewed by:	P. Harris
Agreed by AAB:	

Referral

Although initial enquiries can be made directly to The Elland Academy, there is a clear referral process. A referral form has to be fully completed and submitted in order that the admission can be processed. Incomplete or inappropriate referrals will be challenged and, if necessary, additional supportive information be requested to ensure that appropriate provision is offered.

Admissions Panel meeting will take place each Monday afternoon where all referrals are discussed individually.

If it is felt The Elland could meet need 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.

Following the referral being successful at the admissions panel, 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 KS1 / KS2 placement with a view to return to their substantive mainstream school or other identified provision. (note: could be extended following a review and student need)
- At KS1 & KS2 we provide 6 weekly assessment places, where we carry out a holistic assessment of individual needs, prior to transitioning a student back into their substantive mainstream place or identified specialist provision.
- 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 “rest bite” for both pupil and school/academy.
- KS3/KS4 assessment place to coincide with EHCP process and naming of a suitable provision.
- A KS4 placement for the remainder of their compulsory school /academy career. (agreed with school/academy)
- Half term review meetings to take place for all students in the academy An additional or personalised study programme that will include elements of an on site and off site provision, college and/or Work Placement.
- A vocational only offer.

A review meeting is held after 4 weeks and there after we aim to hold a review meeting with all stakeholders every half term.

Referrals can be accepted at any time. However, we do not accept year 11 students after Autumn Term unless it is an emergency referral.

Process

Stage 1:

- Referral is made
- Admissions Meeting is scheduled on a weekly basis
- The Elland Academy writes to referring school/ academy to communicate decision which may include an offer of place or to request more information.

Stage 2:

- Parents come in with student for a tour and to complete admissions paperwork
- Home School & Parents/carers sign appropriate admissions paperwork
- 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/placement offer agreed

Stage 3:

- CTF transfer of information
- Request any work completed from referring school /academy for core subjects

Stage 4:

- Student starts at The Elland Academy
- Student completes baseline assessment in TAZ
- Timetable provided
- Personalised timetable is put in place while students complete academic and therapeutic baseline assessments

Pupil Exit

Before pupils are referred back to school/academy, schools/academies are expected to arrange a number of reintegration days, which are supported according to the needs.

Reports and reviews

Primary/Secondary

Every pupil is allocated a Personal Learning Advocate / Primary Key Adult on admission to The Elland Academy. It is their responsibility to ensure that pupil documentation is made available to all staff concerned. The PLA / Primary Key Adult 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. PLA/ Primary Key Adult will hold review meetings every half term.

Regular reviews are vital especially at the point of reintegration. All stakeholders are encouraged to attend.

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 Full time offer	Tier 1	£36.22 per day
	Tier 2	£53.57 per day
	Tier 3	£72.90 per day
Secondary Full time offer/vocational offer	£44.71 Per day Tier 1 £66.13 a day Tier 2 Tier 3 £90	
Vocational off site	Tier 2 £66.13/Tier 3 £90 per day	

School Transport Policy

If The Elland Academy chooses to provide transport then a recharge to the host school will be made.

All transport arrangements will be discussed at the initial placement meeting with The Elland Academy and we reserve the right to cease transport.

The Elland Academy Admission Lead

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