



# Admissions Policy

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## 1. Aims

This policy aims to:

- Identify who the provision is for
- Explain how places are allocated at the academy
- Set out the academy's arrangements for allocating places to the referrals received

## 2. Commissioning Pupil Places

Our admissions comply with the Service Level Agreement (SLA) with DCC. This is a one year SLA for all 3 Esteem AP academies. We are commissioned in total for 291 places between the 3 AP academies. Pupil numbers can go beyond the 291. The SLA states that all permanently excluded pupils will come to roll with the Esteem AP academies at day 6 after PEX.

We are commissioned to provide full time education packages of at least 18 hours. Our packages can include site education, one to one off site, online learning, vocational alternative provision and work experience.

We can independently commission our own dual registered places directly with mainstream schools by implementing our Esteem SLA. However, dual registered places can only be offered if pupil places permit after all PEX pupils have been admitted. Dual registered places that were already in place at the end of 22-23 will be honoured by the Local Authority for half a term until the end of half term 1. From half term 2, places must be financed by the referring dual registered school for the pupil's place to continue.

For all newly dual registered commissioned places, these are to be financed by the referring school. Places are not time dependent and can be full time.

## 3. Definitions

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
  - Became subject to a child arrangements order, or
  - Became subject to a special guardianship order
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This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How pupil places are granted

We are an Alternative Provision Academy, which caters principally for pupils of compulsory school age who may not otherwise receive suitable education. The academy offers alternative provision for permanently excluded pupils, and those at risk of permanent exclusion where places permit. We are a turnaround placement for pupils to be re-integrated to mainstream education where possible.

**As an Alternative Provision academy, the admissions arrangements differ from those of mainstream schools and are set within this policy. Parents are unable to opt for a place at our academy through the admissions process. We cannot be named on a pupils EHCP (unless they are already PEX and on our roll).**

Applications for places at our academy will originate from:

- The Derbyshire Local Authority – permanently excluded pupils (or at times vulnerable pupils who are at risk of permanent exclusion) from schools will be referred at day 6 of their permanent exclusion. DCC will alert the Esteem AP academies and a pupil will be allocated an academy place dependent on their location.
- Places for permanently excluded pupils will take priority at all times.
- Mainstream schools and academies who refer pupils “at risk of permanent exclusion” for dual registered places (section 29 of the Education Act 2002).
- Other Local Authorities where a pupil has taken up residence in Derbyshire and has been previously permanently excluded from a mainstream school in another county
- Other Local Authorities where a pupil has taken up residence in Derbyshire and has been previously attending a Support Centre for permanently excluded pupils, in a county where the Local Authority operate a policy of preventing permanent exclusions by placing pupils in a Support Centre and who would have been permanently excluded.

***At all times, we must provide academy places for pupils who do not already have a school role. Therefore, priority will be given to pupils without a school role such as those permanently excluded.***

***For short term dual registered places, you are advised to contact the Headteacher to discuss your pupil and if a referral will be considered.***

## 5. The admission process

### Excluded pupils

Once a pupil is permanently excluded, the school will report this to DCC on the day of exclusion. DCC will alert the Esteem AP academies. All pupils will be put on roll at day 6 after the exclusion. Pupils will be placed at the closest AP academy. Staff from Esteems Inclusion Pathways Team (IPT) will gather information about the pupil and the exclusion by liaising with the excluding school. On receipt of a completed Pupil Information Pack (PIP) there are several pathways available:

a) The pupil will have a site allocated dependent on where they reside. They will be invited to site for an induction meeting and an estimated date given for when site education can commence. This is transport dependent. IPT may educate in the interim with home tutors.

b) The most appropriate destination for the pupil may be an immediate return to mainstream. IPT will support applications for mainstream schools and resultant Fair Access pupil places where required.

Such pupils may be allocated an IPT tutor as their time on roll at Esteem North may be short term. These pupils may not attend education on site if a mainstream school application is successful rapidly.

The PIP is the “COMMISSIONING AGREEMENT” between our academy and the Derbyshire Local Authority. This sets out the intent for each pupil, the purpose of the placement and their targets whilst on roll. The LA will review each PIP up to 3 times per year to assess the progress being made and the suitability of the placement.

### **Induction meetings**

An admissions meeting is arranged, whereby a combination of the pupil, parent/carer and any relevant outside agencies are invited to attend.

This meeting provides the opportunity for:

- the pupil and parent/carer to be familiarised with the organisation and physical structure of the academy, through tours and introductions to key staff;
- any questions that the pupil or parent/carer may have to be answered and any concerns raised with IPT or other agencies;
- the Home Academy Agreement and behaviour expectations to be discussed and signed by the pupil and parent/carer;
- the parents/carers wishes for their child’s future to be discussed;
- discussion around any medical requirements the pupil may have or need;
- the pupil’s interests to be discussed and ‘about me’ to be confirmed
- timetable plans
- career progression
- risk assessment and the need for any planned physical intervention/seclusion
- uniform to be discussed;
- the pupil to identify what he/she would like for their lunch order;
- start dates to be discussed and agreed depending on transport allocation.

### **Dual registered places**

Dual registered places from year 1 to 11 will be considered by the Headteacher. Pupil places are dependent on pupil numbers across the academy and priority at all times is given to places to excluded pupils without a school roll.

Dual registered places are to be offered at the discretion of the Headteacher. They will be directly commissioned with a SLA. Places can be commissioned for a maximum period of up to an academic year. Our full time offer contains a minimum of 18 hours. Hours may differ from that of a mainstream school. Places will be financed by the referring mainstream school at a daily rate as explained in the SLA.

On occasion, the academy may not be suitable for a particular pupil. Where this is the case, this will be discussed with the referrer. This may be because of a conflict or an altercation that has previously occurred with a pupil already in the academy (or within the community) or that we are unable to meet the young person’s needs. This will be discussed immediately after the referral form is received.

Where the Headteacher considers a dual registered pupil place, the following process will be followed:

- Esteem North staff will visit the pupil and observe them in their mainstream school to assess suitability of a placement
- The referring school is to complete the PIP with all relevant information about the pupil.

- The pupil and parents/carers will be invited to visit the most appropriate site as part of the induction process. The timetable will be set to best meet the needs of the pupil.
- An on roll date will be set
- The mainstream school will organise transport for the pupil to attend their allocated site.

## 6. Allocation of places

### 6.1 Admission number

The academy has a published admissions number of 100 full time equivalent places. Pupils will be admitted into Year 1 to year 11 without reference to ability or aptitude, where places are available.

For the academic year 2023-24 the Derbyshire Local Authority has commissioned 135 full time equivalent places. The Service Level Agreement with DCC commissions the Esteem AP academies to provide education for all PEX pupils and therefore we must take additional pupil numbers to roll. Therefore, pupil numbers may rise beyond 135 dependent on the number of exclusions in the north of the county.

### 6.2 Referral Process

The academy is multi-sited and occupies 3 sites throughout the north of Derbyshire. Two in Chesterfield and one in Chapel-On-Le-Frith. As a result, pupils are allocated a site taking into consideration where they reside in the county. If additional sites are sourced within the academic year, pupil site allocation may depend on several factors including, whether the pupil can be supported safely with the current staffing levels, pupil relationships, travel time and resources available.

Primary aged pupils are educated at the Barrow Hill site in Chesterfield. The other sites are for KS3 and 4 pupils.

As an Alternative Provision academy, we do not specifically accept admission of children with an Education, Health and Care Plan (EHCP). The exception to this is where a child or young person has been diagnosed and gained an Education, Health and Care plan while currently accessing education within the academy. Within these circumstances, it is possible for the child or young person to remain with the academy if the following is correct:

- the needs of the child are best met in the academy
- an additional transition would detrimentally affect the child
- the child is already making good or better progress and parental preference is to maintain the education in place with additions as mandated in the plan.

The academy is not a proxy for SEND provision. Our ethos is also in line with the advice from the new AP Admission template from the DfE, which states:

*'Alternative provision should not be used as a proxy for SEN provision nor as a solution for children who are not attaining high standards at other schools. They exist to re-engage children with education. They should normally aim to work towards reintegrating pupils back into mainstream provision.'*

However, the academy will discuss each and every child on an individual basis and take all issues into consideration.

### 6.3 Oversubscription criteria

Where there are more exclusions and required pupil places than are available, education packages may vary and off site tutoring and online learning offers may be more prevalent. Additional sites may be sourced if appropriate. In such circumstances, places will be prioritised to pupils based on the following criteria:

- I. Looked after Children;

- II. Previously Looked after Children
- III. Children who are homeless;
- IV. Vulnerable children, i.e. where child protection procedures are on-going;
- V. Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- VI. Children with special educational needs, disabilities or medical conditions (but without an Education, Health & Care Plan);
- VII. Children who are young carers;
- VIII. Children of Gypsies, Roma, Travellers, refugees and asylum seekers;

## 7. Appeals

Dual registered commissioners have the right to appeal against the refusal of a place at the academy should they apply and be denied. Commissioners wishing to appeal must contact the academy to establish the correct procedure, as per the academy's Complaints Policy which can be found on the website.

Where a waiting list is in place for dual registered places, the Headteacher will allocate places as and when they are available. Places will be offered to pupils who will integrate in a suitable way depending on need, with the current pupil cohort.

## 8. Monitoring arrangements

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

The number of pupils on roll and reason for unsuccessful referrals/appeals will be reported to the governing body each term with advice on any implications.