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Company Registration Number: 10745840 (England and Wales)

Reach Academy

Admissions Policy

31st October 2022



Nurturing inclusive learning communities



1	Summary	Reach Academy Admissions Policy			
2	Responsible person	Hannah Lord			
3	Accountable ELT member	Hannah Lord			
4	Applies to	All Reach staff			
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)	Hannah Lord			
8	Ratifying committee(s) and date of final approval	Board of Trustees 21 st October 2022			
9	Version Number	1.2			
10	Available on	Every	Y/N	Trust Website Academy Website Staff Portal	Y/N Y/N Y/N
11	Related documents (if applicable)	N/A			
12	Disseminated to	All Reach Staff			
13	Date of implementation (when shared)	03 November 2021			
14	Date of next formal review	31 st October 2023			
15	Consulted with Recognised Trade Unions	Y/N			

Date	Version	Action	Summary of changes
31/10/2021	*2.0	*Policy review	*Review of policy

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Terms of Reference

- i. This policy has been written for all staff within Reach Academy; pupils; parents / carers; referring professionals and trustees. All staff should have a working knowledge of this policy.
- ii. A copy of this policy is available electronically on the school website.
- iii. Relevant Statutory guidance (DFE), circulars, legislation and other sources of information are:

Exclusion guidance 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools_academies_and_pupil_referral_units_in_England_including_pupil_movement.pdf

School attendance 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1076127/School_attendance_guidance_May-2022_.pdf

Mental health & Behaviour in school 2018:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/755135/Mental_health_and_behaviour_in_schools_.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf

Guidance to Schools On the use of Reduced Timetables:

[Reduced \(part-time\) timetables in school | General information and advice | Kirklees Local Offer](#)

Ensuring a good education for children who cannot attend school because of health needs:

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

This policy aims to provide a clear, transparent admissions process.

Introduction:

This policy covers admissions processes to Reach Academy (Key Stage 3).

The LA commissions the above places with the priority around statutory responsibilities outlined in the links on page 2.

Reach Academy (KS3) admission routes:

1. Permanent Exclusion

Following receipt of a permanent exclusion notification, Kirklees resident Key Stage 3 pupils receive education from Reach Academy from Day 6 of their exclusion. For a period of up to two weeks, pupils will receive a phased transition to support their integration into school. It is expected that pupils will be receiving a full-time educational offer by the end of the two week transition period at the latest. Pupils remain dual registered with the excluding school until 15 school days have passed since the parents were notified of the governing boards' decision to not reinstate the pupil and no application has been made for an independent review panel **or** the parents have stated in writing that they will not be applying for an independent review. The pupil is then single registered with Reach Academy.

2. Turnaround Placement

Pupils are referred for a time-limited, turnaround placement in partnership with mainstream schools. The purpose of a turnaround placement is for Ethos Academy Trust to enable pupils to have their Social Emotional and Mental Health (SEMH) needs fully identified and supported, and to provide strategies to support their successful re-integration to their mainstream school.

The effectiveness of partnership working is paramount and schools are required to be actively working with Ethos Academy Trust to develop effective and sustainable learning strategies that meet the holistic needs of the pupil.

Pupils are dual registered during their placement with the referring school being the 'main' and Reach Academy being the 'subsidiary' setting.

There would be an expectation that a Specialist Teacher from the SEMH Outreach Service would have had involvement with the pupil and supported with SEMH interventions and strategies. Please note: the referring mainstream school retains the responsibility for:

- starting and maintaining the EHCP;
- submitting referrals to external agencies and attending/leading social care meetings where appropriate.

All pupils referred will be presenting high levels of SEMH needs. They will already have received substantial support from within their mainstream schools (outlined within Kirklees Council's 'Person-Centred Approaches' - see link below).

<https://www.kirklees.gov.uk/beta/special-education/special-educational-needs-support-inschool.aspx>

3. SENDACT request for placement

SENDACT, in partnership with a pupil's mainstream school (when appropriate), can refer for a time-limited placement at Reach Academy following a review of their EHCP (primary need being SEMH).

The purpose of this placement is for Ethos Academy Trust to further assess a pupil's SEMH needs and to provide strategies to support a successful re-integration.

The effectiveness of partnership working is paramount and schools are required to be actively working with Ethos Academy Trust to develop effective and sustainable learning strategies that meet the holistic needs of the pupil.

Pupils are dual registered during their placement with the referring school being the 'main' and Reach Academy being the 'subsidiary' setting.

Please note: the referring mainstream school retains the responsibility for:

- reviewing the EHCP;
- submitting referrals to external agencies and attending/leading social care meetings where appropriate.

All pupils referred will be presenting high levels of social, emotional and / or mental health needs. They will already have received substantial support from within their mainstream schools (outlined within Kirklees Council's 'Person-Centred Approaches' - see link below).

<https://www.kirklees.gov.uk/beta/special-education/special-educational-needs-support-inschool.aspx>

Referral Process for all schools within Ethos Academy Trust.

Guidance:

- <https://www.eat.uk.com/wp-content/uploads/2020/04/SPR-Form-Guidance-2019-1.pdf>
- Save the completed form securely and send to the panel using AnyComms.
- To submit via Anycomms (<https://sst.kirklees.gov.uk/Login.aspx>) - documents will need to be passed to a member of office staff who have an Anycomms log in.
- Click on 'Upload File(s) to the Local Authority'
- Click on 'Browse' and upload relevant file
- From the 'File Type' drop down list choose 'Single Point Referral'. It should then automatically put 'Inclusion' in the 'Service' drop down.
- You can enter a description of the file or a comment in the 'Description' box
- Click on 'Upload All Files' to send.

The referral panel meet fortnightly to consider pupil admissions to the Ethos Academy Trusts. The panel is chaired by a Kirklees head teacher from either a primary or secondary mainstream school.

All placement referrals will require the completion of the Single Point referral form (see link below) and schools must ensure that pupils' CTF files are forwarded in advance of the agreed admission date.

<https://www.eat.uk.com/our-services/single-point-referral-process/>

Please note: Following an Ethos Academy Trust placement, mainstream schools will provide legacy data to show the progress that has been made by pupils following reintegration. The expectation is that Ethos Academy Trust will be able to obtain academic reports for the 3 terms following placement.

SECONDARY ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process
Permanent exclusion	<p>Tracy Rider – Exclusions Officer Tel: 01924 478482 trider@eat.uk.com</p> <p>Allison Langdale – Exclusions Officer Tel: 01924 478482 alangdale@eat.uk.com</p>	<p>PEX Notification form: https://www.eat.uk.com/our-services/permanent-exclusions/ Permanent Exclusion letter to parent.</p> <p>Additional information:</p> <ul style="list-style-type: none"> • Attainment and progress (this could be the last school report) • Personal development, Behaviour plans (this will vary within each school but might include personalised plans for the child (MSP), summary of behaviour to date etc.) 	<p>Local Authority notify Ethos Academy Trust of permanent exclusion.</p> <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Reach Academy. 3. Start date agreed. 4. Baseline assessments undertaken. 5. My Support Plan / EHCP updated.
SECONDARY ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process

<p>Turnaround placement</p>	<p>Key Stage 3 contacts: Hannah Lord – Head Teacher Tel: 01924 478482 hlord@eat.uk.com</p> <p>Matthew Long – Deputy Head Teacher Tel: 01924 478482 mlong@eat.uk.com</p>	<p>Referral form <small>Nurturing inclusive learning communities</small> https://www.eat.uk.com/our-services/single-point-referral-process/</p> <p>My Support Plan (at least twice reviewed)</p> <p>ePEP (for LAC)</p>	<p>Mainstream school submit referral with advice from outreach case worker.</p> <p>Ethos Academy Trust liaises directly with pupil's home school regarding admission.</p> <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Ethos Academy Trust (supported by referring school staff). 3. Start date agreed., review meetings planned and exit date. 4. School staff visits planned. 5. Baseline assessments undertaken in Ethos Academy Trust. 6. My Support Plan / EHCP updated.
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SECONDARY ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process
SENDACT placement request	<p>Key Stage 3 contacts:</p> <p>Hannah Lord – Head Teacher Tel: 01924 478482 hlord@eat.uk.com</p>	<p>EHCP</p> <p>Annual review documentation including Educational Psychologist recommendations</p>	<p>SENDACT submit referral.</p> <p>Ethos Academy Trust liaises directly with pupil's home school regarding admission.</p> <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school, SENDACT and any other professionals. 2. Parents and pupil visit Ethos Academy Trust (supported by referring school staff). 3. Start date agreed, review meetings planned and exit date. 4. School staff visits planned. 5. Baseline assessments undertaken in Ethos Academy Trust. 6. My Support Plan / EHCP updated.

