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Company Registration Number: 10745840 (England and Wales)

Admissions Policy

October 2023



Nurturing inclusive learning communities



1	Summary	Admissions Policy			
2	Responsible person	Head Teacher and SLT			
3	Accountable ELT member	Hannah Lord/Rebecca Smith			
4	Applies to	Reach Academy			
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)	N/A			
7	Equality impact analysis completed	Policy Screened	Y/N	Template completed	Y/N
8	Ratifying committee(s) and date of final approval	Trust Board			
9	Version	1.8			
10	Available on	Every	Y/N	Trust Website	Y/N
				Academy Website	Y/N
				Staff Portal	Y/N
11	Related documents (if applicable)	See links on policy			
12	Disseminated to	All Staff, parents and carers			
13	Date of implementation (when shared)	November 2023			
14	Date of next formal review	30 th October 2024			
15	Consulted with Recognised Trade Unions	NA			

Date	Version	Action	Summary of changes
31/10/2021	*1.1	*Policy review	*Review of policy
10/10/2023	*1.2	*Policy review	*Rewrite of the policy to reflect the change in remit

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1. Admissions

Reach Academy is an Alternative Provision for pupils in KS3. It is a provision for pupils with Social Emotional Mental Health (SEMH). Reach Academy is also responsible for Permanently Excluded KS3 pupils in Kirklees until December 2023.

PAN Number: Our school is registered for 42 students.

We are open to children of all religions and cultures. The school would expect that all pupils referred for admission would have complex social, emotional, and mental health needs. In addition, other pupils may have additional needs that are related to autism.

Admission arrangements for disabled pupils may be found in our Accessibility Plan.

The only entry to the school is based on Local Authority referrals. Admission is via an Educational Health Care Plan (EHCP) in all but exceptional circumstances.

2. The Admissions Process

The admission process will:

- Be clearly outlined to prospective parents / carers which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally.
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family.
- Begin to establish the partnership with parents / carers and clarify expectations.
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings.
- Enable parents / carers to become confident partners in their child's education.
- Be sensitive to the needs of other pupils in the class and the resources available.
- Include close liaison with feeder schools where appropriate.

- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and where involved.

3. Making an Informed Decision - an opportunity to see our school in action

If you wish to visit Reach Academy, please contact the main office on reachoffice@eat.uk.com or 01924 478482. We shall be very pleased to show you our school in action and share our vision, values and expectations.

4. Expressing Preference

If you have a preference for our school, you must contact the local authority, who will consult with the school on your behalf.

The local authority will consult with the school's admissions panel, before naming the school in your child's EHCP.

5. The Academy's Formal Response to the Local Authority

In accordance with the Special Educational Needs Code of Practice 2001, the school will make a formal response to the local authority within 15 working days of the consultation date, unless the time period falls within a school holiday that is longer than two weeks.

Due to the severe complexities of our potential pupils, we sometimes have to ask for extra information so that we can do the necessary risk assessment that will help us to decide whether we are the correct provision for your child. Our formal response to the local authority is dependent on how quickly we receive information from various agencies.

The school will submit a formal response to the LA to indicate whether or not it can meet the needs of your child.

The school then awaits a final response from the local authority.

6. Formal confirmation from the local authority that your child has a place at Reach Academy

- Once the school has received formal confirmation from the local authority that your child's placement in the school has been agreed, the school will contact you to arrange a meeting as part of the induction process.
- Please note that an adult with legal responsibility must be present at this initial meeting.
- At the meeting we will agree a start date and name of the key members of staff that will be working with your child. A transition plan will then be discussed and plans will be put in place.
- Paperwork will be completed and where appropriate support will be given to apply for school transport for travel to and from Reach Academy. Requests for school transport will follow each local authority's transport arrangements

7. Once a child has started at Reach Academy

- Opportunities for close liaison between home and school will be maintained. On some occasions, home visits may be appropriate.
- Liaison between home/school may also be via telephone or by making a time to meet with school staff and parents/carers in school.
- There will be regular parent events to enable parents/carers and teachers to meet and discuss your child's progress.
- Data progress information will be sent to parents/carers in a report.
- An annual review is held within 12 months of the Education & Healthcare Plan being issued and thereafter annually or sooner if required.

8. Permanent Exclusions

Following receipt of a permanent exclusion notification, KS3 Kirklees resident pupils receive full time education at Reach Academy from Day 6 of their exclusion. 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.

After receiving support and intervention from Reach Academy, pupils may then be referred to the Fair Access Panel to find a local mainstream school placement. Alternatively, if there is enough evidence to support application for an EHCP assessment, a suitable placement may be named through the EHCP consultation process.

Please note, Reach Academy will no longer provide Day 6 provision from 01/01/2024