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Company Registration Number: 10745840 (England and Wales)

# Admissions Policy

October 2024



Nurturing inclusive learning communities



1	<b>Summary</b>	Admissions Policy			
2	<b>Responsible person</b>	Head of School			
3	<b>Accountable ELT member</b>	Vicky Woodrow			
4	<b>Applies to</b>	Reach Academy			
5	<b>Trustees and/or individuals who have overseen development of this policy</b>	Board of Trustees			
6	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	N/A			
7	<b>Equality impact analysis completed</b>	Policy Screened	Y/N	Template completed	Y/N
8	<b>Ratifying committee(s) and date of final approval</b>	Kirklees APRC			
9	<b>Version</b>	1.9			
10	<b>Available on</b>	Every	Y/N	Trust Website	Y/N
				Academy Website	Y/N
				Staff Portal	Y/N
11	<b>Related documents (if applicable)</b>	Click or tap			
12	<b>Disseminated to</b>	All Staff			
13	<b>Date of implementation (when shared)</b>	October 2024			
14	<b>Date of next formal review</b>	October 2025			
15	<b>Consulted with Recognised Trade Unions</b>	NA			
16	<b>Adopted by Ethos Academy Trust following consultation</b>	Click or tap to enter a date.			

Date	Version	Action	Summary of changes
31/10/2021	*1.6	*Policy review	*Review of policy
10/10/2023	*1.8	*Policy review	*Rewrite of the policy to reflect the change in remit
24/10/2024	1.9	Policy review	Minor amendments relating to Day 6 provision

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# 1. Admissions

Reach Academy is an Alternative Provision for pupils in KS3. It is a provision for pupils with an Education, Health and Care Plan where Social Emotional Mental Health (SEMH) is a primary or secondary area of need. **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 the wider areas of need which include cognition and learning, communication and interaction and sensory needs.

Admission arrangements for pupils with a diagnosed disability may be found in our Accessibility Plan.

Entry to the school is based on Local Authority referrals via an Educational Health Care Plan (EHCP) in all circumstances. We accept pupils from Kirklees and neighbouring authorities.

# 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](mailto:reachoffice@eat.uk.com) or 01924 478482. We will be 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 your local authority through your designated casework officer, who will consult with the school on your behalf.

The local authority SEND team will carry out the consultation process and discuss responses at a SEND panel before finalising your child's EHCP and naming a school, taking parental preference into account.

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

In accordance with the Special Educational Needs and Disabilities Code of Practice: 0-25 years (2015), Reach Academy 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 four weeks.

Due to the 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 transition meeting as part of the induction process.
- Please note that an adult with legal responsibility must be present at this initial meeting.
- During the meeting, if required, an application for transport from the relevant local authority will be completed and submitted.
- At the meeting we will share the name of the key members of staff that will be working with your child. A transition plan will also 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.
- All start dates are reliant on the confirmation of transport applications and an agreed transport route from the relevant local authority.
- Where parents/carers can support transport arrangements either in the interim or as an agreement to claim mileage, then start dates can be agreed at the transition meeting.

## **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 naming Reach Academy and thereafter annually or sooner if required.