



SCHOOLS COMPANY

ALTERNATIVE PROVISION ACADEMIES ADMISSIONS POLICY

**This Policy was adopted by the Governing Bodies of
SchoolsCompany Devon Academies in**

May 2016

Review date: 12th June 2017

Signature: A Mitchell

Next review: May 2018

SchoolsCompany Trust Alternative Provision Academies Admissions Policy

for admissions from May 2017

This applies to:

- All maintained schools and academies in Devon
- All fee-paying independent schools where a young person seeks access to SchoolsCompany Alternative Provision (AP) Academies.
- All parents and carers of Devon resident children and young people

Policy updated:	May 2017
Review date:	May 2018 and then annually unless a need to review earlier is identified

Description of Policy

This policy describes how access to provision for children and young people to SchoolsCompany AP Academies will be managed.

Contents		Page
Description of Policy		1
General Information and Contacts		3
Policy		
1	Equality Statement	4
2	Safeguarding Statement	4
3	Introduction	4
4	Purpose	5
Procedure		
5	Eligibility	7
6	Capacity of SchoolsCompany Devon AP Academies	7
7	Designated areas of SchoolsCompany AP Academies	7
8	Transport to and from a SchoolsCompany AP Academy	8
9	The Referral Process	8

10	Admission to a SchoolsCompany AP Academy	10
11	Appeals	12
12	Personal Learning Plan (PLP)	12
13	Funding	13
14	Monitoring and Evaluation	13

Employee Guidance

15	Guidance for Employees	14
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Appendix 1 – Routes for Admission: SchoolsCompany AP Academies Referral Panels

General Information and Contacts

Date May 2017

Review date Annual

Useful links Department for Education
Telephone 0870 000 2288
www.education.gov.uk
Office of the Schools Adjudicator
www.education.gov.uk/schoolsadjudicator
School Admissions Code and School Admissions Appeals Code
www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/current-codes-and-regulations

POLICY

1 Equality Statement

- 1.1 The SchoolsCompany Trust will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

2 Safeguarding

- 2.1 The SchoolsCompany Trust is wholly committed to safeguarding of children and young people and this policy reflects that commitment.

3 Introduction

- 3.1 This policy is written with regard to Devon County Council's (DCC) commissioning agreement with the SchoolsCompany Trust. Devon County Council commission the SchoolsCompany Trust to provide a service under the provisions of Section 1 of the Education and Inspections Act 2006 which places a requirement on local authorities to ensure fair access to educational opportunity. SchoolsCompany Trust provides support to children who are unable to benefit from education provision in a mainstream school setting.
- 3.2 This policy details the circumstances in which the SchoolsCompany Trust will assist children and young people by providing a personalised education package at or via a SchoolsCompany Trust AP Academy.
- 3.3 The SchoolsCompany AP Academies will operate across three regions of Devon:
- North Devon
 - Central Devon (Exeter, East and Mid Devon)
 - South and West Devon
- 3.4 SchoolsCompany AP Academies will support children and young people aged 4-16. Children and young people supported by the academies will have a wide range of educational and additional needs. They may have been excluded from other educational establishments. They may attend a SchoolsCompany AP Academy full-time, although some will spend part of their time educated elsewhere including at a mainstream school. Children and young people attending a SchoolsCompany AP Academy may also be on the roll of a mainstream school. Access to provision at a SchoolsCompany AP Academy will be subject to the same requirements for fairness and consistency as for mainstream schools.
- 3.5 SchoolsCompany AP Academies are registered with the Department for Education (DfE).

4 Purpose of the SchoolsCompany AP Academies

- 4.1 The purpose of SchoolsCompany AP Academies is to provide a personalised package of educational support for children and young people who are unable to benefit from full-time mainstream education. The SchoolsCompany AP Academies fulfil the statutory responsibility of the LA to offer full-time, appropriate education for these children and young people. Education is a part of the child's

needs and personalisation will take account of his or her wider needs through the close co-ordination and support of multi-agency work.

Each child or young person will have an education key worker based in the academies who will be responsible for a Personal Learning Plan (PLP) but who may also contribute to wider plans to support through the Devon Assessment Framework (DAF) process. This PLP will be reviewed on a regular basis, not less than half-termly.

Planning will be centred on the child or young person and this will be at the core of personalised target setting and the development of support packages to improve outcomes and achievement.

4.2 Progress will be assessed for the SchoolsCompany AP Academies and for the child or young person in key areas:

- the time taken to access SchoolsCompany provision
- attainment, progress and achievement
- attendance
- behaviour
- attitudes to school
- social and emotional skills
- ability to cope in a mainstream setting
- transition to another education setting or training

Children and young people will either be single registered at a SchoolsCompany AP Academy or dual registered with a mainstream or special school. In all cases, access to the resources of a SchoolsCompany AP Academy will require admission onto the roll, either solely or by dual registration.

4.3 SchoolsCompany AP Academies will work alongside parents / carers, schools and any other agency involved with the child to enable him or her to return to full-time attendance at a mainstream school wherever possible. This will be at the original setting or at an alternative school according to the individual's needs. Where this is not possible for Year 11 students, the SchoolsCompany AP Academies will also work with the young person and careers agencies to support a smooth transition to post-16 study, training or employment.

4.4 **Personalising programmes**

Every child and young person has differing needs and individual responses are required. Person-centred planning will result in Personalised Learning Plans that will require a flexible approach to delivering education programmes.

Integrated working

The SchoolsCompany AP Academies will ensure genuine collaboration with all services that support children and young people with additional needs.

4.5 Once agreed, admission to SchoolsCompany AP Academies will be provided as quickly as possible and with regard to statutory timescales:

- Children Permanently Excluded from school will be admitted by working day 6 of the exclusion

- Looked After Children will be admitted by working day 1 of a managed transfer or referral
- All other children should be admitted within 15 working days of the date when a referral is submitted.

However, delays may occur in order to address transport, accommodation, health or resource issues or where insufficient information is provided by the referrer for appropriate provision to be made available.

4.6 SchoolsCompany AP Academies will work with the child / young person, parent / carer, school and any relevant education, social or medical care professional to determine the type and expected duration of suitable provision. The nature of provision will be influenced by the child or young person's health and their physical and emotional capability to access education. Provision may involve:

- A programme at school supported by a SchoolsCompany AP Academy and/or school staff
- A programme at a SchoolsCompany AP Academy site
- Teaching at home or at another venue
- Virtual learning packages
- Support from SchoolsCompany Complementary Services
- Input from external agencies and alternative education providers

PROCEDURE

5 Eligibility

- 5.1 A child or young person is eligible for admission to a SchoolsCompany AP Academy where:
- he or she is resident within the Devon Local Authority area or is referred by Devon's Local Authority;
 - he or she is of statutory school age; and
 - a place is confirmed by a SchoolsCompany Trust Referral Panel
- 5.2 Priority will be according to the needs of the children and young people seeking SchoolsCompany AP Academy provision. There will be priority given for children permanently excluded from school, Looked After Children; Children Missing Education; children with a statutory SEND plan and temporarily without a suitable school place and those children who would not otherwise receive suitable education because of illness.

6 Capacity of a SchoolsCompany AP Academy

- 6.1 The SchoolsCompany Trust is commissioned by Devon County Council to provide 250 Alternative Provision and medical needs places across the three AP academies. Additionally, the SchoolsCompany Trust is commissioned to provide 15 places for young people with a statutory SEND plan who are in transition between education placements. It is recognised that the total number of students in the academies will fluctuate over the course of the academic year and that the total number of places commissioned represents an average number of places over the school year. It is the responsibility of the SchoolsCompany Trust to meet the statutory duties of Devon County Council with regard to the placement of children who have been permanently excluded, Looked After Children who are unable to attend a mainstream or special school full-time and any children of statutory school age who, because of illness, would not receive suitable education without such provision. This applies to any child, whether or not on the roll of a school and whatever type of school is attended.
- 6.2 Places at SchoolsCompany AP Academies are allocated according to an assessment of need by the AP Academy referral panel and the availability of appropriate resources. A parent may prefer the provision of one academy setting over another. Parents may indicate their views on a placement but do not have a right to express a preference for a place in the same way as they may do for admission in a mainstream or special school.

7 Designated areas of SchoolsCompany AP Academies

- 7.1 Each AP academy primarily serves a designated geographical area. This will be based on the designated areas served by Devon's secondary phase schools and academies together with their feeder primary schools and special schools within the geographical area..

The South and West Devon Academy covers the towns and the surrounding areas of Okehampton, Tavistock, Totnes, Ashburton, Kingsteignton, Newton Abbot, Dartmouth, Kingsbridge, Ivybridge, Dawlish and Teignmouth.

The Central Devon Academy covers the towns and the surrounding areas of: Exeter, Clyst Vale, Honiton, Sidmouth, Ottery St Mary, Exmouth, Colyton School, Axminster, Tiverton, Uffculme, Cullompton and Crediton.

The North Devon Academy covers the towns and the surrounding areas of: Bideford, Braunton, Chulmleigh, Great Torrington, Holsworthy, Ilfracombe, Barnstaple and South Molton.

- 7.2 Where a child is dual registered with a SchoolsCompany AP Academy and remains on roll at a mainstream school, that school will serve as the home address for the child. Therefore, where a child is on roll at a school in the designated area for the SchoolsCompany AP Academy, he or she will generally be deemed to be in area for the SchoolsCompany AP Academy, irrespective of the actual home address. This recognises the closer links between the academy and the setting.
- 7.3 Where a child is not on the roll of a mainstream school, the child's home address will generally be used to identify the designated SchoolsCompany AP Academy. This recognises the geographical link to the SchoolsCompany AP Academy.
- 7.4 Where a child comes off the roll of a mainstream school while accessing SchoolsCompany provision, the presumption will be that the access to SchoolsCompany AP Academy will not be interrupted.

8 Transport to and from a SchoolsCompany AP Academy

- 8.1 There will be no additional entitlement to supported transport on the sole grounds that a child attends a SchoolsCompany AP Academy. Free transport will be provided where normal eligibility criteria for the provision of education transport are met, as detailed by the Devon County Council Education Travel Policy. This policy is subject to annual review; the latest policy is located at www.devon.gov.uk/admissionarrangements.
- 8.2 On a day where a child attends a SchoolsCompany AP Academy, it will be deemed to be the nearest establishment for transport purposes except where attendance at the AP Academy is to meet the views of a parent and the SchoolsCompany Trust believe that the child's needs could have been met at a SchoolsCompany AP Academy closer to home. Where a child moves home while accessing education at a SchoolsCompany AP Academy and transport is provided, it will continue to be provided unless the DCC Transport Manager believes this would require unreasonable travel arrangements.
- 8.3 Where a child is dual registered at a school and SchoolsCompany AP Academy, transport will be provided to the relevant establishment for that day where there is a transport entitlement. Where a child is on the roll of one but attending another setting, transport to the other setting will be the responsibility of the establishment at which the child is on roll and not the DCC Education Transport Team.
- 8.4 The transport provided will be at the beginning and end of the establishment day and will be to and from one establishment. Transport during the day will be the responsibility of the setting at which the child is on roll and not the DCC Education Transport Team.

- 8.5 A child attending a SchoolsCompany AP Academy who is eligible for transport will be issued with a public transport pass where available. It is the responsibility of the parent or setting to produce supporting evidence endorsed by a medical professional should other travel arrangements be requested. The DCC Education Transport Team may seek further medical evidence.

9.1 The referral process has four stages:

Stage 1 - Referral

The referrer must complete the Information Passport and submit it to the relevant SchoolsCompany AP Academy. A referral may be instigated by a request for admission by a school and in agreement with the parent or carer. The referral must give a clear summary of the:

- needs of the child;
- type of support required but unavailable at the current setting
- the expected outcomes of admission to the AP Academy.
- time frame

Where it is agreed, support will be in the form of a partnership agreement which will require active participation of the school and the co-operation of the parent. There may be a cost incurred by the school.

Any available supporting evidence – such as a Devon Assessment Framework (DAF), a Statement of Special Educational Need (SEN), Personal Education Plan, Educational Psychology report, relevant medical information and attendance record – should be attached.

Stage 2 – Consideration

The AP Academy referral panel will reach a decision based on the child's needs and the available resources. The referrer will be informed within **2 working days** of the decision, which will be:

- Refusal – with advice on appropriate options for the child
- Deferment – where further evidence is required
- Acceptance – admission agreed.

Stage 3 – Placement and Planning

The Panel will arrange for:

Placement Meeting – at home or at the AP academy – and assessment sessions where deemed appropriate for the child within **5 working days**.

Planning Meeting – at the AP academy or host school, involving parents, the school, SchoolsCompany staff, and any other relevant professionals within **10 working days**. This will consider the nature of the support required, the role of the school, a clearly-defined leaving strategy and timeline.

Personal Learning Plan (PLP) completion, with the co-operation of all parties.

The home school will provide additional information within **5 working days**.

Stage 4 – Review

The PLP will be reviewed after the first six weeks of support and at least every term thereafter until the pre-agreed end of support.

9.2 Exception to the timescale detailed above at 9.1 Stage 3:

Where a Looked After Child or a child who has been Permanently Excluded is referred, the AP academy headteacher will accept the referral immediately. The principal will arrange for admission which will be within the statutory timescales for Looked After Children and those who have been Permanently Excluded. He or she will advise the next academy referral panel of the children whose admission has been required under this provision.

10 Admission to a SchoolsCompany AP Academy

10.1 Children will be admitted to the SchoolsCompany AP Academy within five categories:

1. Permanent Exclusion

Admission follows permanent exclusion from a school and where another school is not appropriate. The child will not return to the original school. The school will issue an Annex G to the DCC Inclusion Officer (IO). SchoolsCompany Trust has 5 working days to arrange educational provision or 1 working day to arrange educational provision for children in care.

2. Medical Referral

The referral must be supported by evidence provided by an appropriate medical professional. It is expected that these children will return to their original school if and when appropriate. Evidence supporting the referral will be accepted from a consultant paediatrician or psychologist and in some cases a Certified Paediatric Nurse / Community Psychiatric Nurse (CPN). Evidence will also be accepted from a child's GP in the interests of enabling necessary educational provision to be put in place without delay. The medical evidence will be revisited every term to confirm that treatment is continuing. The child will remain on the roll of a school and be dual registered with the SchoolsCompany AP Academy. Children who are unable to attend the mainstream school for medical reasons must not be removed from the school roll even during a prolonged period of ill health.

Medical referrals should be made where a child has been or is expected to be absent from school for more than 15 school days for long term illness, including recurring bouts of chronic sickness, or mental health problems such as anxiety or depression. In such cases, Child and Adolescent Mental Health Services or other health professionals will be involved and will advise that attendance at school is not advised on medical grounds. The school will make a referral and complete an Information Passport. The Passport must be accompanied by supporting medical evidence. Parents will be asked to complete a Medical Information Consent Form.

Children are eligible for education support whether or not they have been attending school and regardless of the type of school they have been attending. This includes those children who have been attending a fee-paying independent school.

The determining factor in deciding whether a child requires suitable education is the child's individual circumstances. The LA will not maintain a list of eligible health conditions or circumstances. Consideration will be flexible to meet the child's need for suitable full-time education or as much education as the health condition allows the child to participate in.

3. Exceptional Circumstances

SchoolsCompany Trust will consider exceptional cases only where referred by the Local Authority, for example, when a child does not fall into any of the above categories but it is not possible for a mainstream school to meet the needs of a child. This may be the case, for instance, where a child moves to Devon but has not been Permanently Excluded. It is expected that appropriate provision will be arranged within a short time frame.

4. Intervention

Referrals can be made for the purposes of intervention over a short or longer period. The child would be expected to return to the original school when appropriate. This is a traded provision for schools and academies and is charged at standard SchoolsCompany rates.

5. SEND Referral

The DCC 0-25 SEND Team may refer directly to SchoolsCompany AP Academies in order that up to an average of 15 children per year are able to access personalised interim educational provision pending permanent school placement.

- 10.2 To be admitted to a SchoolsCompany AP Academy setting, children must be referred and a place confirmed by SchoolsCompany AP Academy Panel. The decision to admit will be taken by the Panel. Where an amendment to school numbers on roll follows, the School Admissions Team will be informed of the decision by the SchoolsCompany student administrator and will send an outcome letter to the parent.
- 10.3 Each SchoolsCompany AP Academy will operate a weekly Referral Panel which will usually consist of:
- SchoolsCompany Principal
 - Relevant SchoolsCompany staff eg Vice Principal or SENCO
 - DCC Inclusion Officer (IO)
 - Education Welfare Officer (EWO)
 - Educational Psychologist
 - Other relevant professionals, eg a local headteacher
- The SchoolsCompany AP Academy student administrator will also attend at the Panel to provide administrative support.
- 10.4 The SchoolsCompany administrator will seek the views of the DCC Education Transport Manager with regard to the transport options if placement at a particular SchoolsCompany venue will incur additional transport costs. This will be before a decision to admit is taken wherever possible.
- 10.5 The Referral Panel will hold meetings as required but not less than weekly to consider cases before them within a maximum of 5 working days of the date when a referral is submitted. The SchoolsCompany student administrator will provide administration support, including electronic communication of the decision to all parties involved except for the parents where there is a change to the number on roll at a mainstream school. This function will be carried out by the School Admissions Team.

- 10.6 Referrals by a school may be made by the headteacher or a member of the senior leadership team. Other referrals may be made by the IO, a 0-25 SEND Team officer, an Education Welfare Officer, an Elective Home Education Officer or the Admissions Manager (via the IO).
- 10.7 A parent may request access to SchoolsCompany AP Academies. All requests will be forwarded to the IO who may present the case to the Referral Panel if he or she believes that this would be appropriate.
- 10.8 There will be a presumption in favour of admission or the allocation of resources for Looked After Children and children who have been Permanently Excluded from school where another school is not inappropriate. In order to provide education within statutory timescales, these children may be referred to the SchoolsCompany Academy principal for access to provision. He or she will advise the next Referral Panel of the child's case.
- Allowing for the short timescale necessary for children with these circumstances, those involved should be mindful of the transport implications of any placement. Arrangements which require long and costly travel arrangements should be avoided wherever possible.
- 10.9 Children moving to Devon will be offered a school place under the In-Year Co-ordinated Admissions Scheme. They will then be on roll at a school and may subsequently be considered for access to an AP Academy in the same way as any other child. However, in very exceptional circumstances, with agreement between the School Admissions Manager and the IO, a child may be referred directly to a SchoolsCompany Referral Panel. This may occur where the child's needs make it evident to the School Admissions Manager and IO that a mainstream placement is inappropriate.
- 10.10 Referral to a SchoolsCompany AP Academy will be by completion of the Information Passport (at Appendix 5). This will provide the necessary background information required by the Referral Panel.
- 10.11 It will be for the Referral Panel to decide the form of provision. The student administrator will write to all parties within **2 working days** to advise of the decision and detail the arrangements where admission and access to provision is agreed.
- 10.12 Where a child leaves the roll of a school as part of admission to a SchoolsCompany AP Academy, the student administrator will inform the School Admissions Team by email. The School Admissions Team will amend the record of numbers on roll and write to the parent to confirm the offer of a place at the SchoolsCompany AP Academy. Similarly, where a child is considered ready to return to a mainstream school and is to be added to that school's roll, the School Admissions Team will amend the record of numbers on roll and write to the parent to confirm the offer of a place at the school.

11

Appeals

- 11.1 While a parent can indicate his or her views regarding a placement at a SchoolsCompany AP Academy and those views will be taken into account, the parent cannot express a formal preference for admission and cannot pursue an admissions appeal.

12

Personal Learning Plan (PLP)

12.1 The PLP for each child will be formulated within **15 working days** of admission in consultation with:

- The child and his or her parent / carer
- SchoolsCompany staff
- Appropriate school staff
- Representatives from any other relevant agency such as Social Care, CAMHS, Education Welfare, Education Psychology, Careers South West

This meeting will determine the details for:

- The nature of the SchoolsCompany provision
- A personalised weekly timetable
- The expected duration of support
- The relative input from all parties and agencies
- A plan for reintegration
- A review date

12.2 There will be a review of every child on a SchoolsCompany AP Academy roll at least termly.

13

Funding

13.1 Funding for children at a SchoolsCompany AP Academy where a child has been Permanently Excluded or is referred by the Local Authority to the AP academy will be allocated from a combination of base-funding and top-up funding taken from the Dedicated Schools Grant (DSG).

13.2 Funding for children with medical needs, dual-registered with a school and a SchoolsCompany AP Academy, will be allocated annually by the Local Authority for an agreed number of places.

13.3 Funding for children referred by the 0-25 SEND Team with a Statement of Special Education Need or an Education, Health and Care Plan will be from the 0=25 SEND budget.

13.4 Funding for children referred for a traded place will be from schools and charged at a rate set by the SchoolsCompany Trust.

14

Monitoring and Evaluation

14.1 Monitoring and evaluation of the outcomes of children admitted to a SchoolsCompany AP Academy and of the SchoolsCompany AP Academies themselves will be carried out by:

- The SchoolsCompany Trust Board
- The SchoolsCompany AP Academy Local Governing Body
- DCC Head of Education and Learning
- The Local Authority Commissioning Officer
- The Devon Education Forum

- The Local Admissions Forum
- The South West Regional Commissioner
- Ofsted.

EMPLOYEE GUIDANCE

15

Guidance for Employees

- 15.1 The Policy is operated by the SchoolsCompany Trust in co-operation with management and staff in schools and LA officers. The governing bodies, academy trusts and staff in all schools are requested to support the efficient operation of the Policy by providing full and timely information requested by the SchoolsCompany AP Academies Referral Panels.
- 15.2 Any queries regarding the operation of the Policy should be referred to the SchoolsCompany Trust for advice and support.

Routes for Admission to SchoolsCompany AP Academies

