



Bailey Street Alternative Provision Academy Trust

ADMISSIONS POLICY

POLICY TITLE	ADMISSIONS POLICY Appendix 1 Admissions Documentation Home School Agreement Meeting Record Photography and Video consent Acceptable Use of Internet Policy Timetable Agreement
AUTHOR	Sonia Lockett Headteacher
DATE APPROVED	September 2020
REVIEW DATE	September 2021

Signature	Headteacher	Date
	Sonia Lockett	
Signature	Chair of LAB	Date
	Mr Tim Tweets	



## Bailey Street Alternative Provision Academy Trust

### **Admissions Policy**

There are 5 categories of pupils who are eligible for admission to a Pupil Referral Unit.

#### **Main Roll of Pupil Referral Unit -**

1. Permanent Exclusion
2. Exceptional Admissions – no catchment school identified

#### **Dual Roll to Pupil Referral Unit -**

3. Pupil at Risk – Intervention
4. Medical Condition
5. Support as part of a Managed Move

The Bailey Street Alternative Provision Academy is a school for pupils with behavioural, social, emotional and mental health difficulties who have either been permanently excluded from mainstream schools or are at risk of being permanently excluded from mainstream schools. The academy provides places for children in KS3 and KS4. The Bailey Street Alternative Provision Academy has the main site in Stafford and a small site at Rodbaston College.

The Bailey Street Alternative Provision Academy aims to ensure that all pupils have access to an appropriate curriculum to ensure they achieve their potential and are not disadvantaged in comparison to their peers who access education in mainstream settings. Pupils accessing longer term educational programmes at the Bailey Street Alternative Provision Academy will follow a range of accredited courses.

#### **Admissions Criteria**

Permanent exclusion - Eligibility & Mechanism for Pupils accessing a Main Roll/Single Registration placement.

- The pupil will be discussed at the weekly Local Authority managed Alternative Provision Panel whereupon the education offer to the pupil following the Permanent Exclusion is agreed.
- Education Inclusion Officer liaises directly with the Academy Headteacher to ensure education is provided from day 6 following permanent exclusion.



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- For KS3 pupils a mainstream school must be identified and this is facilitated through the Academy Headteacher and District Inclusion Panel unless exceptional circumstances apply. Additional funding is available to support pupils transferring from Bailey Street AP Academy roll to a new mainstream school.
- For KS4 pupils a mainstream placement may be sought for pupils who are deemed able to achieve within a high school setting.
- In the unlikely rare circumstances of the exclusion of a Looked After Child being considered, then the Personal Education Plan meeting must take place including the Social Worker or Virtual School from the pupil's Home Local Authority.
- A package funding request may be considered (refer to the TRIG-8 document for process) in exceptional circumstances e.g. siblings, perpetrators & victims on same site
- The placement will be reviewed regularly through the Alternative Provision Panel.
- Bailey Street AP Academy to consider the initiation of an Education Health and Care Needs Assessment request if there are unidentified SEND needs and a longer term specialist provision or if return to a mainstream school with support is required.

### **For permanently excluded pupils (EOTAS):**

- To provide education for permanently excluded pupils by day six.
- To support and promote educational and social inclusion through re-engaging pupils with the educational process.
- To formulate and regularly review a personal education plan with agreed targets focusing on mainstream school integration.
- To assess pupil need and inform future plans.
- To work with other LA officers and agencies to identify a new school and plan integration with appropriate support.
- To identify behaviours that led to permanent exclusion and develop individualised learning/behaviour/integration plans.
- To identify appropriate support and where appropriate, refer for Statutory Assessment

### **Pupil at Risk – Intervention Placement**

Pupils causing concern where their education placement is at risk and an intervention placement is sought for a short term.



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### **Initial Contact**

Schools raise pupils at risk of exclusion through their District Inclusion Panel and linking with their Education Inclusion Officer. Schools can also discuss the pupil directly with Bailey Street AP Academy.

If the pupil is a Looked After Child, then notification to the Virtual School is required in line with statutory guidance promoting the education of Looked After Children pupils.

NB. Looked After Children should not wait for the District Inclusion Panel where this may put delay into the system.

### **Paperwork required**

Pupil's home school to lead on the completion of the Early Help Assessment alongside the District Inclusion Panel (DIP) referral form which has to be sent to the Chair of DIP 7 days before the DIP meeting or, if necessary, at the Academy discretion with Chair agreed.

For Looked After Children pupils the home school to convene a Personal Education Plan.

For Education Health and Care Plan pupils, an early annual review should be considered.

### **Action**

- Bailey Street AP Academy intervention agreed at District Inclusion Panel taking into account the prioritization of vulnerable pupils.
- Pupil is recorded on the District Inclusion Panel database.
- Bailey Street AP Academy liaises directly with pupil's home school regarding admission.
- Success Criteria for targets will milestone meetings between school and the Academy to share progress.
- At end of agreed intervention, the pupil should return to full-time attendance at their home school or named school.
- Bailey Street AP Academy may support a managed move to a new school.
- Bailey Street AP Academy will be responsible in charging pupil's home school for the agreed dual roll placement in accordance with the agreed rates.

Other services and agencies (e.g. Education Welfare Service, Educational Psychology, Virtual Schools, Youth Offending Team, Health and Social Services) and parents and carers will be asked to supply additional information to support the referral process.

### **Exceptional Admissions - Eligibility & Mechanism for Pupils accessing a Main Roll/Single Registration placement at a PRU**

#### **Exceptional Admissions – no catchment school identified**



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The usual protocol should be that all children are placed on the roll of their catchment area school in order to access a preventative placement at a Pupil Referral Unit.

Where no school has been identified the Education Welfare Worker, Education Inclusion Officer, Social Worker, Virtual School Headteacher/Co-coordinators, Principal Admissions Officer or the Children Missing Education Officer may identify pupils in exceptional circumstances for Pupil Referral Unit placement but the usual protocol should be that children are placed on the roll of their catchment area school in order to access provision at the Pupil Referral Unit.

All exceptional admissions will be agreed at the Alternative Provision Panel.

### **Paperwork required**

Bailey Street AP Academy Admission Form must be completed by the agreed lead officer.

### **Actions**

- If Looked After Child then the Personal Education Plan must take place including the Social Worker or Virtual School from the pupil's Home Local Authority
- If appropriate a multi-agency meeting must include the catchment mainstream school representative, Education Inclusion Officer and Pupil Referral Unit to establish school placement.
- A package funding request may be considered in exceptional circumstances eg siblings, perpetrators & victims on same site.
- The placement will be reviewed regularly through the Alternative Provision Panel.

### **Medical Condition - Eligibility & Mechanism for Pupils accessing a Dual Roll/Current Subsidiary placement at a PRU**

#### **Medical Condition**

Best practice in Staffordshire is that mainstream schools manage most cases independently without the need of Pupil Referral Unit intervention.

The pupil's home school to liaise directly with Bailey Street AP Academy Headteacher and inform the Education Inclusion Officer Education Welfare Worker.

If the pupil is a Looked After Child then notification to the Virtual School is required in line with statutory guidance promoting the education of Looked After Children pupils.

#### **Paperwork required**

Pupil's home school to lead on the completion of the Early Help Assessment and ensure pupil is included on the District Inclusion Panel Database through referral to the District Inclusion Panel.



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### **Action**

- Bailey Street AP Academy can support, advise and signpost the pupil's home school to ensure full access to education but this remains the responsibility of the pupil's home school.
- Bailey Street AP Academy will be responsible in charging pupil's home school for the agreed dual roll placement in accordance with the agreed rates.

### **Support as part of a Managed Move**

#### **Initial contact**

Schools can raise pupils identified for a managed move through their District Inclusion Panel. Agreements between schools can include support from the Pupil Referral Unit.

Education Inclusion Officers and Education Welfare Workers to be informed.

If the pupil is a Looked After Child then notification to the Virtual School is required in line with statutory guidance promoting the education of Looked After Children pupils.

#### **Paperwork required**

School to complete District Inclusion Panel (DIP) referral form which has to be sent to the Chair of DIP 7 days before the DIP meeting.

### **Action**

- Details of support required from Bailey Street AP Academy, if applicable and must be included within written managed move agreement between schools and agreed at District Inclusion Panel meeting when prioritising pupils within district.
- Please refer to District Inclusion Panel Protocol on advice and protocol regarding managed moves.
- Bailey Street AP Academy will be responsible in charging pupil's home school for the agreed dual roll placement in accordance with the agreed rates.

### **PLACEMENTS**

The Head Teacher of Bailey Street Alternative Provision Academy has responsibility for allocating provision for referrals that meet the admissions criteria. All those involved with the pupil will be informed of the decision and a date for the admissions appointment will be arranged. In the case of



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preventative placement or alternative provision placements, an agreement will be drawn up between the referring school and Bailey Street Alternative Provision Academy. The agreement will address:

- Funding
- Pupil support
- Transport arrangements
- Duration of placement
- Placement review
- Exit strategies

Any referrals that fall outside of the admissions criteria or are above the school's published PAN will be considered on a case by case basis and individuals may be offered a placement if the appropriate funding and support can be secured from the Local Authority.

### **CAPACITY ISSUES**

Bailey Street Alternative Provision Academy may at some points in the year have greater demand for places than are available.

In the case of pupils with behavioural, social, emotional and mental health difficulties, capacity is sometimes related to the management of particular combinations of pupils and the stability of staffing rather than absolute numbers. It is the responsibility of the Head Teacher to ensure that the safety of all pupils and staff is paramount. Occasionally, capacity will be reached before absolute numbers. In those cases, the Head Teacher will work with officers from the Local Authority and alert them to any issues that may impact on the capacity to provide places and meet

**All pupils admitted to Bailey Street Alternative Provision Academy undertake a range of assessment and will be observed by professionals with a high level of expertise in Social, Emotional and Mental Health difficulties – with a referral to agencies being pursued when deemed appropriate to do so. Good weekly communication between the schools, parents/carers and school will help facilitate this.**



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### Bailey Street AP Academy Admissions Arrangements Policy **Appendix 1 Admission Documentation**

- Bailey Street AP Academy Admissions Form
- Bailey Street AP Academy Home School Agreement
- Bailey Street AP Academy Meeting Record
- Bailey Street AP Academy Photography and Video Consent
- Bailey Street AP Academy Acceptable use of Internet Policy
- Bailey Street AP Academy Timetable Agreement





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**Admission Form**

**DETAILS OF STUDENT**

Childs Surname		Date of Birth	
Childs First name		Year Group	
Address			
Postcode		Contact Number	

**FAMILY CONTACT INFORMATION**

Name			
Relationship			
Home phone number			
Mobile phone number		Work phone number	
Email			

**ETHNICITY** - This information to be provided on a voluntary basis

Ethnicity			
Home language		Religion	

**PREVIOUS SCHOOL**

School Name/Address	
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Reason for Referral	
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**MEDICAL INFORMATION**

Medical conditions	
Doctors Practice	
Doctors Address and Contact Number	
Dentist Practice	
Dentists Address and Contact Number	

**NEXT OF KIN – \*Parent/Guardians with parental responsibility**

Name	
Relationship	
Contact Priority No	
Home Address	

Name	
Relationship	
Contact Priority No	
Home Address	



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Home phone number	
Mobile phone number	
Work phone number	
Email:	

Home phone number	
Mobile phone number	
Work phone number	
Email:	

**EMERGENCY CONTACTS** – \*please give details of anyone else who could be contacted should an emergency arise when you are unavailable, and who if able to collect your child from school if necessary

Name	
Relationship	
Contact Priority No	
Home Address	
Home phone number	
Mobile phone number	
Work phone number	
Email	

Name	
Relationship	
Contact Priority No	
Home Address	
Home phone number	
Mobile phone number	
Work phone number	
Email	

**\*Parental Responsibility**

People who have automatic legal parental responsibility under the Children’s Act are:

- I. Married/Separated/Divorced parents even if they do not live with the pupil
- II. Unmarried mothers



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People who have automatic legal parental responsibility by court order or agreement include:

- I. Unmarried fathers
- II. Step parents
- III. Other adults e.g. Aunt, Uncle, Grandparent

### **INFORMATION**

#### **CCTV**

As part of security and Safeguarding we have CCTV across the school both inside and outside the school buildings. The main purpose of this is to:

- To increase the personal safety of pupils and staff, and reduce the fear of crime
- To protect the school buildings and assets
- To support the Police in a bid to deter and detect crime

The CCTV system will be registered with the Information Commissioner under the terms of the Data Protection Act 1998 and will seek to comply with the requirements both of the Data Protection Act and the Commissioner's Code of Practice and the school will treat the system and all information, documents and recordings obtained and used as data which are protected by the Act.

Cameras will be used to monitor activities within the school and its car parks and other public areas for the purpose of securing the safety and wellbeing of everyone in the school, together with its visitors.

Recordings or descriptions of recordings will not be made available to third parties outside the School unless requested in writing by the Police, except for approved requests by Data Subjects made in accordance with the DPA legislation.

Warning signs, as required by the Code of Practice of the Information Commissioner will be placed at all access routes to areas covered by the school CCTV.

CCTV is now common practice in schools but please rest assured that your child's personal privacy will, of course, be respected.



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### **SECURITY WAND**

Bailey Street AP Academy has a very clear policy for pupils to hand in their mobile phones for safe keeping at the start of each day, items are kept in a locked room, should they choose to bring them into school.

Unfortunately, a number of pupils have been concealing their phones instead of handing them in for safekeeping.

The wand is used on entrance to the building and at any time during the school day, if appropriate, Bailey street AP Academy staff could use the electronic security wand to pass across the body of a pupil suspected of concealing their phone. Any phones or other inappropriate items found will be confiscated, and parents/carers will be contacted to come and collect the item from school, (if items are not collected they will be destroyed).

I hope that we can rely on your support with this initiative by asking you to talk to your child to ensure that they are aware that it is their responsibility to hand in their phone if they choose to bring it in to school.

### **RESTRAINTS**

On occasion and as a last resort, pupils may need to be restrained for the safety of themselves or others, Staff performing these restraints are trained by Staffordshire County Council in line with the SCipR Policy

### **POLICIES**

School policies are available on the school website.

**CONSENT** (please sign in the boxes below to give your consent)



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**TRANSPORT:** I give consent for my child to travel for school arranged events in: The school minibus/Car or a member of staff's vehicle. This is on condition that (a) the driver has passed the appropriate driving tests and (b) the school has obtained written confirmation that the driver has the necessary insurance cover for transporting pupils. This is subject to compliance with the Covid 19 regulations put in place for the transportation of pupils.

I understand my child must wear a face mask for the duration of the journey, and that it is my responsibility to provide an appropriate face covering.

Parent/carer Signature

Date

**ACTIVITIES:** I give consent for my child to attend on/off-site activities and non residential school trips; including sports fixtures and extra-curricular activities.

Parent/carer Signature

Date

**FOOD TECHNOLOGY:** I give consent and understand that my child may be involved in food technology. I understand may require the use of kitchen equipment such as electric cookers, knives and graters and may work with heated dishes, boiling water and heated oil. All Food Technology sessions are supervised by staff.

Parent/carer Signature

Date

**INTERNET:** I give consent for my child to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet. I agree that the school is not liable for any damage arising from the use of internet facilities.



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I understand that the Acceptable use if the Internet policy can be found on the schools website.

Parent/carer Signature

Date

**Security Wand:** I understand and give consent that my child, and their possessions may for safety reasons, need to be scanned with the security wand while on school premises. Please see information section on the admission paperwork

Parent/carer Signature

Date

**Photo and Video:** I give consent for photographs, or videos of my child, their work, school visits etc being used in external and internal school marketing materials such as the school website, press releases, school newsletter, noticeboards, in LA materials and media coverage of the school.

Parent/carer Signature

Date

**Data exchange:** I agree to the school sharing data with other schools where necessary, exam boards and the county council

Parent/carer Signature

Date

**You can withdraw your consent at any time, please contact the school.**



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**Check List**

Please ensure that the following forms have been completed

<b>Forms</b>	<b>Completed and Signed please tick</b>
<b>Admission Form</b>	
<b>Consent Form</b>	
<b>Transport Agreement – to be completed by the pupil</b>	
<b>Timetable Agreement</b>	
<b>Home School agreement</b>	

I confirm that I have read understood and completed, where necessary, all sections of the admission meeting forms as detailed with Bailey Street AP Academy paperwork, and the information I have given is correct to the best of my knowledge and belief





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**THIS FORM SHOULD BE SIGNED BY SOMEONE WITH PARENTAL RESPONSIBILITY**

<b>Signed:</b>	
<b>Name (please print</b>	
<b>Relationship to pupil</b>	
<b>Date:</b>	

**Under Data Protection Act 1998** . The school is registered under the Data Protection Act for holding personal data. The school has the duty to protect this information and keep it up to date. The school is required to share some of the data with the Local Education Authority and with the DfES



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### **Parents' responsibilities**

We acknowledge that we, as parents/carers, are the primary educators of our children and have an irreplaceable role to play in supporting our children's learning at school.

Therefore I/we will:

- work with the school in supporting the education of my child, see that my child attends school regularly, on time, suitably dressed in full school.
- share any relevant medical history at the admission meeting to be recorded on the medical information form
- support the vision and values of the school community.
- work in co-operation with staff to resolve issues and problems that may arise and let the school know of any issues that might affect my child's work, behaviour or attendance.
- encourage my child to be enthusiastic about learning, provide opportunities for home learning and support homework from school.
- support the school's policies and guidelines for behaviour and dress code, which are intended to promote the highest standards of behaviour and discipline.
- support the school policy of no fizzy drinks, chewing gum in school.
- encourage my child to show kindness and consideration to others and to always behave appropriately, when in school uniform, on their way to, and from, school.
- participate in whatever way possible in school events.
- treat staff and students with courtesy and respect.
- agree to the processing and storage of any personal data in line with the school GDPR policy (as displayed on Manor Hall Trust Website)

Name of Pupil: \_\_\_\_\_

Signature(s): \_\_\_\_\_

Relationship to Child: Mother, Father, Carer (delete as applicable)

Date: \_\_\_\_\_



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### BAILEY STREET AP ACADEMY HOME SCHOOL AGREEMENT

#### **The School's responsibilities**

We acknowledge our responsibility to support parents/carers in developing each child to their full potential.

Therefore we will:

- provide a friendly and welcoming atmosphere for your child and a secure, stimulating and caring environment in which to learn.
- ensure that your child is valued for who he or she is and helped to make good progress in their spiritual, moral, social, emotional, physical and intellectual development.
- do our best to provide a broad and balanced curriculum, which is well taught and relevant to their needs and their future as individuals and as citizens,
- Work in co-operation with parents/carers to resolve issues and problems that may arise.
- provide you with regular information about your child's progress and with opportunities, via review days, to meet with staff to discuss concerns or by appointment at other times.
- send home termly reports on your child's progress.
- keep you well informed about school policies and activities through regular letters and newsletters.
- contact you if there is a problem with your child's attendance, punctuality or behaviour in class.
- inform you of any concerns regarding your child's work or health,
- challenge your child to strive for personal excellence in all he or she does or is asked to do.
- encourage success and recognise effort and achievement in all areas of student life.
- go beyond the requirements of the National Curriculum and meet, wherever possible, the individual needs of the child.
- try to develop clear lines of communication between home and school and treat parents/carers and students with courtesy and respect.
- work towards our vision and uphold our values

Name of Pupil \_\_\_\_\_

Signed (School Rep): \_\_\_\_\_

Date: \_\_\_\_\_



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### **The Pupils Responsibilities**

- Treat staff and fellow pupils with courtesy and respect.
- Attend school regularly, on time and wear appropriate school uniform
- Put mobile phones, cigarettes, lighters and other valuable items in a locker
- Not to bring fizzy drinks or chewing gum in to school.
- Promote a positive image of the school. Respect members of the community and their property
- Respect the school environment; do not cause damage to school property or the school building.
- Listen to teachers without interrupting, follow instructions, do their best, and let others do the same
- Not to use abusive or foul language to any member of the school community
- Not to use verbal or physical aggression
- Not to engage in bullying, racism or sexism of any kind, including name calling, threats and intimidation or any other type of harassment

### **COVID**

- Respect COVID19 guidelines and social distancing and wear a face covering if required. Interact sensibly with others when in group or partner activities keeping 2m apart.

Name of Pupil \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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**Bailey Street AP Academy Meeting Record**

<b>Initial meeting</b>			<b>Review Meeting</b>	
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<b>Name:</b>	<b>Reg Details</b>		<b>Year:</b>
<b>Attendees:</b>	<b>Ref School:</b>		<b>DoB:</b>
	<b>Dual Reg</b>		<b>PP Category:</b>
	<b>P Ex Reason</b>		
<b>Date of Meeting:</b>	<b>Attendance</b>		FSM Ever6 Trav Forces LAC

<b>Positive points about pupil</b>	<b>Reason for Referral/Main concerns</b>

<b>Academic information</b>				<b>Other academic information</b>
	Eng	Maths	Sci	
Current				
Target				



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**Agencies involved**

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**Discussion during Meeting/Other information**

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**Student's views**

**Parent's views**

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**Aims of Placement**

**Agreed Strategies and Actions**

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**Proposed Start date:**

**Group and tutor:**

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**Housekeeping**

The following items have been discussed and agreed with both parent/carer and pupil

Times of the school day	
Uniform	
Code of Conduct	
Lockers	
Lunches	
Possible SCiP Intervention	
Security Wand	

**Trig 8 Info**

**Please select all relevant boxes that apply to the pupil**

SEN Statement or undergoing assessment			pupil non-engagement with services	
Criminal Justice Category			Expectant young mother	
Attendance below 40% on adm			Tier 3 - alcohol and drugs misuse	









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**Timetable Agreement**

At Bailey Street AP Academy we create bespoke timetables to meet individual pupil's needs.

Timetables may change at short notice in response to a particular academic, emotional or behavioural need.

Parents/cares will always be informed of timetable changes in advance and discussion is welcomed.

Timetables are reviewed on a fortnightly basis to ensure that your child is happy, secure and making progress.

**Parent/carer agreement**

I agree that I am responsible for the safety and welfare of my child when they are not at school.

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(parent/carer)

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(on behalf of school)



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