



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
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Signature	Headteacher	Date
<u>S Lockett</u>	Sonia Lockett	
Signature	Chair of LAB	Date
	Mr Tim Tweets	



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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.

All Local Authorities have a responsibility to provide full time education for all permanently excluded pupils who reside in that authority from the sixth day after the permanent exclusion.

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.
- For KS3 pupils a mainstream school must be identified and this is facilitated through the Academy Headteacher and Alternative Provision Panel unless exceptional circumstances apply.



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- 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. The amount of time for each intervention pace is discussed with school to school on a case by case basis. Review meetings will take place and communication between each school is essential.

Initial Contact

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



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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. They will be placed on the Alternative Provision Panel.

Action

- Bailey Street AP Academy intervention agreed at Alternative Provision Panel taking into account the prioritization of vulnerable pupils.
- Pupil is recorded on the Alternative Provision 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

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.



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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 the pupil is included on the Hub Database.

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



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Schools can raise pupils identified for a managed move through their District Hubs. Agreements between schools can include support from Bailey Street.

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 the Hub referral form and to complete the form provided from Bailey Street requesting an intervention place.

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 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.



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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.

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