Enrich Academy

**Admissions Policy**

**September 2023**

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| **1** | **Summary** | Enrich Admissions Policy 2023 |
| **2** | **Responsible Person** | Headteacher |
| **3** | **Accountable ELT member** | CEO |
| **4** | **Applies to** | All Staff |
| **5** | **Trustees and/or individuals who have overseen the development of this policy** | Board of Trustees |
| **6** | **Headteachers/Service Heads who were consulted and have given approval (if applicable)** | Wakefield LA |
| **7** | **Ratifying committee(s) and date of final approval** | Board |
| **8** | **Version** | 1.1 |
| **9** | **Available on** |  |
| **10** | **Related documents (if applicable)** |  |
| **11** | **Disseminated to** | All Staff |
| **12** | **Date of implantation (when shared)** | September 2023 |
| **13** | **Date of next formal review** |  |
| **14** | **Consulted with recognised trade unions** | N/A |

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| **Date** | **Version** | **Action** | **Summary of changes** |
| 28/09/23 | 1.1 | Policy Revision | New admissions policy for Enrich Academy |

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**Terms of Reference**

1. This policy has been written for all Enrich Academy stakeholders: staff; pupils; parents / carers; referring professionals and trustees. All staff should have a working knowledge of this policy.

1. A copy of this policy is available electronically on the school website.

1. Relevant Statutory guidance (DFE), circulars, legislation and other sources of information are:

Exclusion guidance 2022:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools__academies_and_pupil_referral_units_in_England__including_pupil_movement.pdf>

School attendance 2022:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1076127/School_attendance_guidance_May-2022_.pdf>

Mental health & Behaviour in school 2018:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf>

Guidance to Schools On the use of Reduced Timetables:

<https://www.tradedservices.wakefield.gov.uk/Page/18365>

Ensuring a good education for children who cannot attend school because of health needs:

[https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/269469/health\_n eeds\_guidance\_\_-\_revised\_may\_2013\_final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance__-_revised_may_2013_final.pdf)

Wakefield Vision for Inclusion:

[Strengthening support for inclusion and the use of alternative provision in Wakefield — Isos Partnership](https://www.isospartnership.com/wakefield-inclusion)

**This policy aims to provide a clear, transparent admissions process.**

**Introduction:**

This policy covers admissions processes to Enrich Academy.

The LA commissions the above places with the priority around statutory responsibilities outlined in the links on page 3.

**Enrich Academy Admission Routes**

**1. Permanent Exclusion**

Following receipt of a permanent exclusion notification, Wakefield resident Key Stage 2 and 3 pupils receive education from Enrich Academy from Day 6 of their exclusion. Some pupils will receive a phased transition up to a period of two weeks to support with their integration into school. It is expected that pupils will be receiving a full-time educational offer by the end of the two-week transition period at the latest.

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 Enrich Academy.

**2. Turnaround Placement**

Turnaround places can be requested at Enrich Academy through the Inclusion Panel process. Pupils are referred by the mainstream school for a time-limited placement to support their social, emotional and mental health needs, to enable them to re-engage successfully with their mainstream school. Pupils are dual-registered during their placement with the referring school being the ‘main’ and Enrich Academy being the ‘subsidiary’ setting.

The purpose of a turnaround placement is for Enrich Academy is to complement the mainstream school offer. The effectiveness of partnership working is paramount and referring schools are required to actively work with Enrich Academy to develop effective and sustainable learning strategies that meet the holistic needs of the pupil.

Please note: the referring mainstream school retains the responsibility for:

* starting and maintaining the EHCP;ensuring that referrals to Early Help, CIN or CP are made.

All pupils referred will be presenting high levels of social, emotional and / or mental health needs. They will already have received substantial support from within their mainstream schools (outlined within the Wakefield local offer - see link below).

[Homepage (mylocaloffer.org)](https://wakefield.mylocaloffer.org/Home)

**Referral Process**

Information about Wakefield Inclusion Processes and associated documentation can be found at:

<https://www.tradedservices.wakefield.gov.uk/Page/18365>

**Guidance:**

Schools wishing to refer a pupil to Enrich Academy will need to:

* Save the completed Request for Support form securely and send to the inclusion panel using Cryptshare.
* To submit via Cryptshare (https://securemail.wakefield.gov.uk/Start?0) - documents will need to be passed to a member of office staff who have a Cryptshare log in.
* Click on ‘Provide’ and add the recipients’ email address then press ‘Next’.
* Drag and drop the referral document into ‘add files’ and press ‘next’.
* Enter password (email inclusion panel for this) and press ‘next’.
* You can enter a description of the file or a comment in the 'Description' box.
* Click on 'Upload All Files' to send.

The referral panel meet monthly to consider pupil admissions to Enrich Academy. The panel is chaired by Jim Garbutt (Interim Service Manager: Alternative Provision).

All placement referrals will require the completion of the referral form and schools must ensure that pupils’ CTF files are forwarded in advance of the agreed admission date.

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| **Permanent exclusion**    All images    Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England September 2022 | Claire Hammerson – Manager for the School Exclusion Team and Education Welfare Service  Tel: 01924 307319  [chammerson@wakefield.gov.uk](mailto:chammerson@wakefield.gov.uk)  Reb Greenhalgh - Enrich Academy Family and Student Liaison Officer  Tel: 01924 862232  [rgreenhalgh@eat.uk.com](mailto:rgreenhalgh@eat.uk.com) | PEX Notification form    Permanent Exclusion letter to parent.    Additional information:     * Attainment and progress (this could be the last school report).      * Personal Development,   Behaviour and Attitudes  (this will vary within each school but might include personalised plans for the child (MSP/EHCP\*), summary of  behaviour to date, attendance data etc.) | Local Authority notify Enrich Academy of permanent exclusion.     1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Enrich Academy. 3. Start date agreed. 4. Baseline assessments undertaken. 5. My Support Plan updated.     Please note: Following a Day 6 placement, schools will provide legacy data to show the progress that has been made by pupils following reintegration. The expectation is that Enrich Academy will be able to obtain academic reports for the 3 terms following placement. |

\*Enrich Academy recognises that in exceptional circumstances, in the absence of a more suitable alternative option, Day 6 provision may be required for a pupil with an EHCP. This would be on the basis of a short stay arrangement, up to a maximum of 12 weeks, during which all key partners will collaborate to identify the most suitable long-term educational placement for the pupil, leading to a carefully planned and appropriately supported transition.

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| **Turnaround placement** | **Contacts:**  Emma McManus – Head of School  Tel: 01924 862232  [EMcManus@eat.uk.com](mailto:EMcManus@eat.uk.com) | Referral form    My Support Plan (at least twice reviewed)  ePEP (for CLA) | Mainstream school submit referral. Allocation of placement made by Inclusion Panel.    Enrich Academy staff liaise directly with pupil’s referring school regarding admission.     1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Enrich Academy (supported by referring school staff). 3. Start date agreed, review meetings planned and exit date. 4. School staff visits planned. 5. Baseline assessments undertaken in Enrich Academy. 6. My Support Plan updated. |