



Admissions Policy and Procedure

Approved by:	Governors	Date:	March 2023
Last reviewed on:	March 2023	Next review due by:	March 2024

Admissions Arrangements

- **Key Stage 4 pupils can be referred to the CE Academy via the pupil's school or Local Authority.**
- **Parents** can use either of these channels to request a referral for their child but not directly through the Academy.
- **Permanently excluded pupils** should be referred via the School Admissions Support Service (SASS formerly EIP).
- In addition a **CE referral form** should be completed. This can be found on the **Information for Schools** page on the Academy website at: www.ce-academy.org.
- **Pupils at risk of exclusion and dual registered pupils** can be referred directly to the Academy by mainstream schools using the appropriate referral form as above.
- Referrals are considered from Northamptonshire SASS and other local authorities.

Individual admission may vary according to circumstances but the usual pattern will include:

- Referral received for consideration;
- The identification of a key tutor within CE;
- Contact with the pupil and his/her parents/carers initiated by the Academy within 4 working days of the receipt of the completed paperwork;
- A visit to the CE base by the pupil and his/her parents/carers;
- The agreement of a timetable;
- In cases of dual registration – CE Academy aim to admit the young person within 2 weeks of receipt of the referral;
- The agreement of the first review date.

There may be additional elements according to the pupil's individual needs and the availability of provision.

Pupils with an EHCP

Young people with an EHCP would normally be in either a mainstream or special school. CE Academy is an AP Academy and as such is set up by the DfE using a business commissioning model.

The Top Up funding for CE Academy is based on a young person attending a campus and without the additional needs specified on an EHCP. For this reason education for a young person with an EHCP can be provided but will need a separate costing to ensure their needs can be met. If we feel they are then able to attend a campus full-time the Top Up will be as for any other young person.

Exceptions

Some young people are referred following attempts to modify their behaviour by placement in alternative provisions, managed moves and part-time timetables.

At the point of referral these and other interventions have failed. It may not be appropriate to move the young person immediately into a campus and a package temporary or long term may be preferable to meet their needs. Young people with poor or non-attendance may need a part-time package of education to re-engage them.

In cases of referrals in years 10 and 11 for young people with very low reading ages CE Academy will offer assessment and specific tuition to support their learning difficulties.

All of the above will need to be costed separately to schools and the LA to decide on a way forward.

Criteria for Referral

Any pupil of statutory school age who is:

1 Key Stage 4

2 Permanently excluded from school – referral via SASS

The exclusion has been confirmed and the appeals procedure is complete or where parents/carers have expressed in writing that they do not wish to appeal.

3 Pupils at risk of exclusion – online referral form on the CE Academy website

Schools can directly refer young people at risk of exclusion.

- Parental permission should be obtained by the school before referral
- The CE Academy will keep schools informed of pupil progress. This will include information on attendance, referrals to other agencies and review/professionals' meetings.
- Copies of reports to parents/referrals to other agencies will be sent to the school.
- Invitations to review meetings

4 Pupils with Emotionally Based School Avoidance

Overlays campus is dedicated to meeting the needs of these pupils. Referrals will only be accepted from the Local Authority or a school via the referral mechanism

5 Pupils without a school place

- Pupils with statements awaiting appropriate placements.
- Pupils permanently excluded from out-of-county special schools (behaviour and learning).
- Pupils returning from custodial sentences who are unable to return to their mainstream school.

Referrals will be considered via SASS or social workers regarding pupils from out of county.

Commissioning Model

The CE Academy was set up by DfE as a commissioning model. Young people are only the responsibility of CE Academy during times they are educated by CE Academy. It is the responsibility of the commissioner to ensure safeguarding at all other times. See DfE document 'Commissioning Alternative Provision Guidance for Local Authorities and Schools'.

Policy Control Sheet

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Document History			
Version	Date of review	Author	Note of revisions
01	March 2022		
02	March 2023	A Davy – SLT	<ul style="list-style-type: none">• This policy merges the original Admissions policy and Admission and Referral Procedure• EIPT changed to School Admissions Support Service• Removed reference to pregnant or school aged mothers and dedicated provision.• Removal of reference to day 6 which is the responsibility of the LA or referring school• New reference to pupils with emotionally based school avoidance and dedicated provision

Referral Procedure Flowchart

