
ADMISSION POLICY & PROTOCOLS



RÆDWALD
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ADMISSION POLICY & PROTOCOLS

Person responsible for this policy:	Angela Ransby
Policy author:	Angela Ransby
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CEO Signature:	Angela Ransby
Trust Board Signature:	Alan Whittaker

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This guidance outlines the protocols with regard to admission to academies within the Raedwald Trust and the use of Alternative Provision by other commissioners

1. Introduction

This policy is to be read in conjunction with policies relating to:

- Raedwald Trust: Equal Opportunities Policy
- Raedwald Trust: Special Educational Needs Policy
- Raedwald Trust Pathways Documentation

2. Category of Referral

The Raedwald Trust makes educational provision for students who are:

- Referred by SCC (Suffolk County Council) where the local authority has a duty to that child under section 19 of the Education Act 1996 to make arrangements (from the sixth day of exclusion) where a student has been permanently excluded. Students in this category will be on the roll of an Academy within the Raedwald Trust.
- Referred by a maintained school or Academy where the maintained school or Academy has a duty under Section 29A for its governing body to direct a student off-site for the purpose of receiving educational provision which is intended to improve the behaviour of the young person. Students in this category will be Dual Roll with Raedwald Trust and their 'home' school.
- Referred by an Academy as part of early intervention measures to address behaviour. Academies have the power to do this within their general powers under the Articles of an Academy Trust to advance education. NB: There is an expectation in law that a student will be educated at the school where s/he is registered, so placements would generally be relatively short and subject to review. Students in this category will be Dual Roll with the Raedwald Trust and their 'home' school.

NB: It is possible that some of the placements we support schools/academies/LA (Local Authority) with may become longer term placements with us. This will be agreed in cases where both parties feel that the Raedwald Trust is meeting the student's needs and the mainstream school place cannot meet the child's needs. In this case, students would continue to be on Dual Roll with an academy within the Raedwald Trust and their 'home' school but might spend up to a full week in 'off site' provision.

Educational provision for a student within the Raedwald Trust is not to be regarded as long-term, unless they are placed on a 'Raedwald Trust Key Stage 4 Focused Pathway'. The Raedwald Trust aims to reintegrate students excluded from school/back in to their referring school following an intervention, or, where appropriate, to provide alternative education to students reaching the end of compulsory schooling. The majority of our programmes have an end date identified at referral/induction. It is the

responsibility of the referring body to make arrangements for the continued education of the young person on our programmes. Unless there is agreement, all provision will cease on the date determined on Induction.

A referral will not be considered outside of the published Raedwald Trust referral process.

A student will only be placed on roll within a Raedwald Trust Academy, and given a start date, following a referral (including PEX students) when the following are in place:

- A completed, up-to-date risk assessment, where relevant
- In the case of a child under Social Care, a 'handover' meeting/discussion between DSLs/DDSLs (Designated Safeguarding Leads and Deputy DSL)
- Any other relevant information eg EHCP, FNM (Family Network Meeting) meeting notes

Once this information is received, the Raedwald Trust will arrange an Induction meeting in order to discuss the provision. Raedwald Trust will provide regular feedback to the LA/Schools and Academies on progress made by the pupil, the pupil's needs and attainment.

Please note: if following an agreement to make provision for a child, information comes to light which was not shared at the referral stage and impacts greatly on a Raedwald Trust Academy's ability to provide suitable provision for the child, the place may be revoked.

3. Changes to the School Admissions Code and Suffolk County Council Fair Access Protocol (FAP)

Suffolk County Council is proposing to introduce a new Fair Access Protocol (FAP) due to the mandatory changes in the School Admissions Code (1 September 2021). You can access the proposed changes here: <https://www.suffolk.gov.uk/assets/Children-families-and-learning/schools/Fair-Access-Protocol/2021-08-20-Fair-Access-Protocol-proposed-Sept-2021.pdf>

The School Admissions Code requires a local authority to have a Fair Access Protocol (FAP), agreed with the majority of schools in its area to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible.

The operation of FAP is triggered when a parent of an eligible child has not secured a school place under in-year admission procedures.

All admission authorities (including schools that are their own admission authority) must participate in the FAP in order to ensure that unplaced children are allocated a school place quickly. The protocol process is in effect a safety net for where the normal in-year admission procedures have failed to ensure a pupil needing a school place has secured one.

4. Admissions Procedure for Local Authority Commissioned Spaces

Referrals to the Raedwald Trust will be received by SCC, electronically only, via the Inclusion team inbox. On a weekly basis, the Local Authority will hold an Alternative Provision Panel (APP) meeting to review new referrals and determine which pathway will be commissioned at the Raedwald Trust.

All referrals to the Raedwald Trust will be reviewed at a weekly Admission meeting. Any subsequent queries about pupil placement and/or paperwork requirements will be raised directly with SCC by the Admissions team. An agreement for funding from a Placement Panel or an agreement to take 'an LA Raedwald Trust place' does not guarantee the student a place at a Raedwald Trust academy. Once all queries and required documentation has been received, the admissions team will implement the admissions procedure as detailed in Appendix B.

For students with an EHCP (Education and Health Care Plan), who have been permanently excluded from their mainstream school, an Emergency Annual Review will need to take place to determine whether Raedwald Trust is able to meet the student's needs effectively and safely. It is the responsibility of the LA to arrange the Annual Review prior to admission to Raedwald Trust. It would be good practice for the Raedwald Trust Pedagogical Lead to be invited to attend the Annual Review.

5. Admissions Procedure for School Commissioned Spaces

SCC also have a process which supports Suffolk schools/academies in discharging their Section 29A duties to direct a student off-site for the purpose of receiving educational provision which is intended to improve the behaviour of a young person. Schools who are successful in securing funding to refer a student for alternative provision will need to follow the referral process charted in the Raedwald Trust policies and on our referrals page on our website to secure a place.

6. Admissions Procedure for Permanently Excluded Students

In the cases of permanently excluded students, the Alternative Provision Panel will notify the Raedwald Trust Admissions Team immediately of the exclusion and provide them with up to date information on the student. A member of the Suffolk County Council Family Services team will also contact the student's parents/carers to advise them that the Raedwald Trust will be contacting them to make the arrangements for induction. Where necessary, a professionals meeting/Emergency Annual Review, which would include Raedwald Trust representative/s, will be held to consider the special needs of a student with an EHCP – this will be convened by the SEND (Special Educational Needs and Disability) Team.

Once all paperwork (referral form, risk assessment and any other relevant information) is received the induction process can begin, this can take up to 5 working days. A student will not commence provision at the Raedwald Trust until all paperwork has been received and processed. The Raedwald Trust admissions team will keep the Alternative Provision Panel up-to-date with the student's progress through the stages of admission and induction via direct communication with Inclusion Team.

Students who are permanently excluded from a Special School or Specialist provision will not be considered for admission to the Raedwald Trust. We do consider extraordinary applications for students with complex needs - all such referrals must be presented through the Raedwald Trust Admissions Team through a representative of LA SEND professionals.

IMPORTANT: All non-permanently excluded students will remain on the roll of their school, whilst being Dual Roll at a Raedwald Trust Academy, and continue to be the responsibility of the Governors or Trustees of the home school.

7. Exceptional Circumstances

In exceptional circumstances, and when appropriate, a Raedwald Trust Academy may be asked by the LA to single register a student who is not permanently excluded. These students would be without a current school placement and display a high level of need:

- previously-EHE (Elective Home Educated) students designated as being suitable for mainstream provision
- CIC (Children in Care) students temporarily without a school place due to moving into Suffolk or who need to spend some time in transition in alternative provision prior to joining a new mainstream school
- LA referral for child who is a 'Removal into' the area and without a school place (under Section 19)

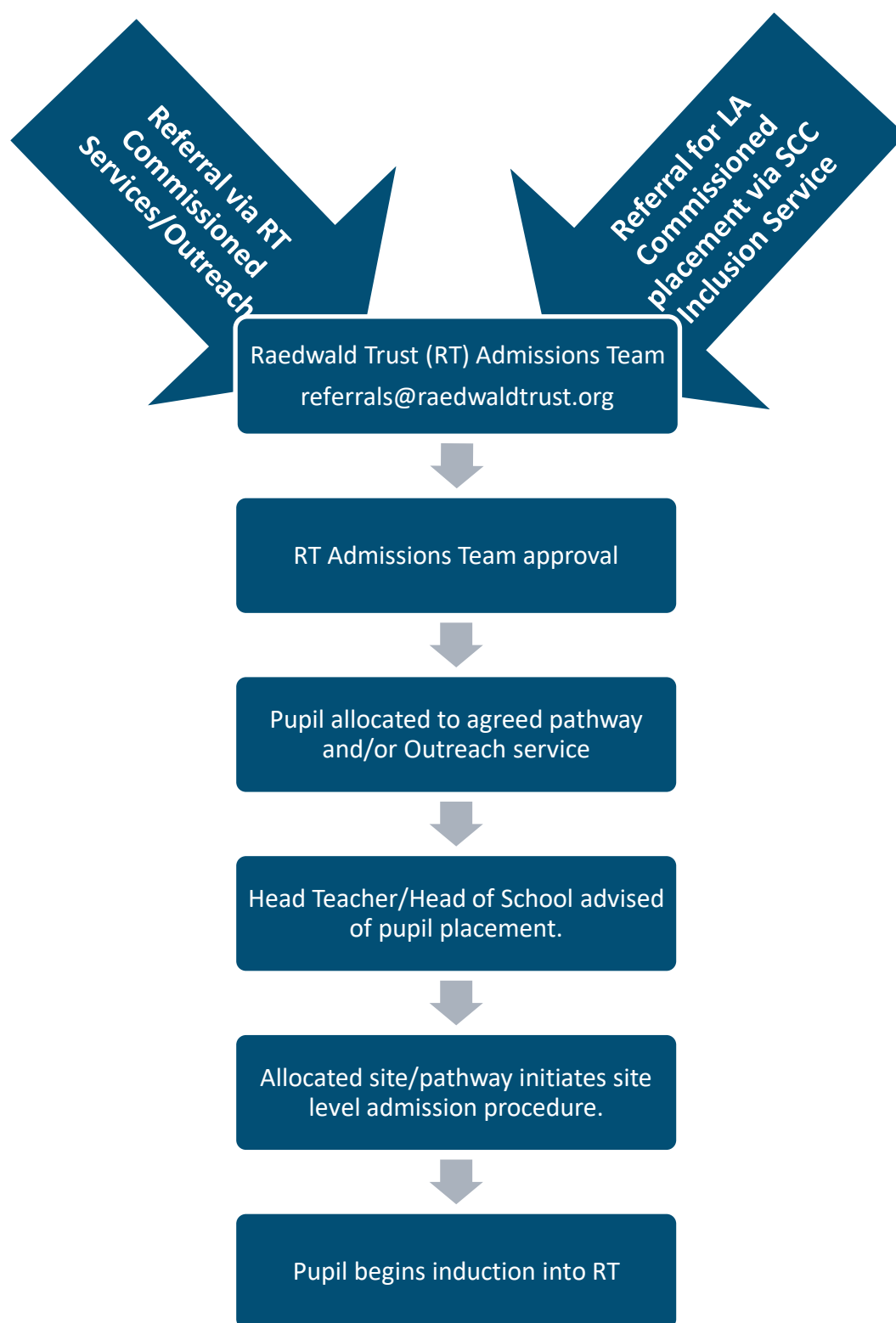
8. Commissioned Services/Outreach

i.e. Direct Provision, Consultancy, Training, Group work, Link Mentoring

The Raedwald Trust has a number of services which it provides for schools/academies on a needs-led basis and falls under the banner of 'outreach'. Raedwald Trust staff will be working 'out' in schools, with students and/or staff, rather than providing programmes of support on site. From time-to-time, this work might take place in other suitably arranged provisions at the request of the school. Once a referral is received Raedwald Trust will contact the referrer to discuss the requested support. If an agreement is made Raedwald Trust will issue a proposal of provision, timescales and the indicative cost of that provision.

Formal agreement of the proposal from the referrer has to be confirmed prior to any provision commencing.

APPENDIX A: Admissions Process



APPENDIX B: Raedwald Trust Pathway Admission Procedure

Referral received

- All referrals received via referrals@raedwaldtrust.org
- Pupil information uploaded to central sharepoint
- Weekly RT Admissions team meeting to discuss new referrals (LA commissioned and Outreach Service)
- Weekly Referrals meeting with Local Authority to determine pathway allocation for LA commissioned.

RT Tracking

- RT Pathway list updated with pupil name in blue.
- RT Pathway list emailed to SCC Provider Development Team
- Referral meeting minutes shared with site leads in order to progress agreed actions.
- RT allocated site uploads all pupil referral documents to School Pod.

Site Level

- RT Pathway to send letter of placement (including school information sheet) and Dual Placement Agreement (with pre-populated start/exit dates and meeting dates) to Home School.
- Upon receipt of signed Dual Placement Agreement and all pre-admission information:
 - RT Pathway to send letter confirming placement to parent/carer.
- RT Pathway to ensure completion of all Admissions Paperwork, following site level admissions procedure.

Follow Up

- RT Site to ensure pupil start date updated and accurate on RT Pathway list.
- Pupil admitted onto RT Pathway; commissioner notified