
ADMISSION POLICY & PROTOCOLS



RÆDWALD
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**RATIFIED BY THE TRUST BOARD:
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ADMISSION POLICY & PROTOCOLS

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This guidance outlines the protocols regarding 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 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 behaviour and/or the wider educational outcomes of the student. Students in this category will be Dual Roll with Raedwald Trust and their 'home' school.
- Referred by an Academy as part of early intervention measure to address difficulties a pupil may be having accessing education successfully. This could be linked to Social, emotional and mental health needs or broader medical needs. 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.
- Referred by the Local Authority (LA) where the LA has a duty under section 19(1) and (3A) of the 1996 Education Act to make arrangements for the provision of suitable full-time education for a student at compulsory school age who is permanently excluded from a relevant school. Students in this category will not be placed on-roll but, instead, on register with Raedwald Trust. Deliberate collaboration between Raedwald Trust and the LA will ensure mutual accountability for the safeguarding and programme delivery of any pupil admitted under this category.

NB: It is possible that some of the placements we support schools/academies/LA (Local Authority) with may require an extension as per our commissioned pathway agreements. This will be agreed in cases where both LA and Raedwald Trust feel that the Raedwald Trust is meeting the student's needs and that placement extension would support successful reintegration into mainstream school. In this case, students would continue to be on Dual Roll with an academy within the Raedwald Trust and their 'home' school.

Educational provision for a student within the Raedwald Trust is not to be regarded as long-term. The Raedwald Trust aims to integrate students back into their referring school following an intervention, or, where appropriate, to provide alternative education to students reaching the end of compulsory schooling. All our programmes have an end date identified at referral/induction. It is the responsibility of

the referring body to plan 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. The Induction period is also used to ascertain and confirm placement suitability. If during the induction period the relevant Head teacher determines that placement is not suitable, placement will terminate immediately.

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 when the following are in place:

- A completed, up-to-date risk assessment
- A completed home-school information sheet
- A completed examinations intention to enter sheet (for KS4 students)
- 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. School Admissions Code and Suffolk County Council Fair Access Protocol (FAP)

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.

Where a child has been permanently excluded from two or more schools, the parents or carers can express a preference for a school place but there is no requirement on admission authorities to comply with this request for a period of two years following the second exclusion.

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 referral paperwork submitted by mainstream schools to ensure it is fit for purpose, prior to sharing

with the Raedwald Trust admissions team. SCC will await responses to these referrals (requested to be within 15 days) and then conversations will begin about suitability and agreeing placements.

All referrals to the Raedwald Trust will be reviewed at a weekly Admissions 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.

5. Admissions Procedure for School Commissioned (Traded) Spaces

SCC also have a process which supports 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 from SCC to refer a student for alternative provision will need to follow the referral process charted in the Raedwald Trust policies and as detailed in Appendix C to secure a place.

6. Admissions Procedure for Permanently Excluded Students

In the case 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. Raedwald Trust will work with the Alternative Provision Panel to determine suitability and compatibility for placement. For students in Key Stage 1 and 2, placement consideration will occur once a new mainstream school has placed the student on-roll.

For students in Key Stage 3 and 4, the pathway available to support students without a named mainstream school, following their Permanent Exclusion hearing, is *Haven*. Shared safeguarding responsibilities will exist between Raedwald Trust and SCC for all pupils placed on Haven. The specific safeguarding responsibilities are detailed in Haven 1, 2 and 3 Placement Agreements. A permanent exclusion exclusively does not guarantee placement on Haven pathway as existing due diligence procedures will be implemented to determine suitability and compatibility. Haven pathway parameters are detailed on the Raedwald Trust website.

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~~ to the Raedwald Trust Admissions Team through a representative of LA SEND professionals.

IMPORTANT: All students placed on a SCC pathway or Traded offer will remain on the roll of their mainstream 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. For students with a single permanent

exclusion, placed on Haven pathway, SCC will seek to secure a new mainstream roll within 90 days of the confirmed Permanent Exclusion.

7. Exceptional Circumstances

In exceptional circumstances, and when appropriate, a Raedwald Trust Academy may be asked by SCC to work with a student who requires support that does not satisfy the parameters of existing commissioned pathways. In these instances, Raedwald Trust will work with SCC to determine if/how a placement could be co-constructed and co-delivered through a multi-agency approach.

8. Traded Services (School Commissioned)

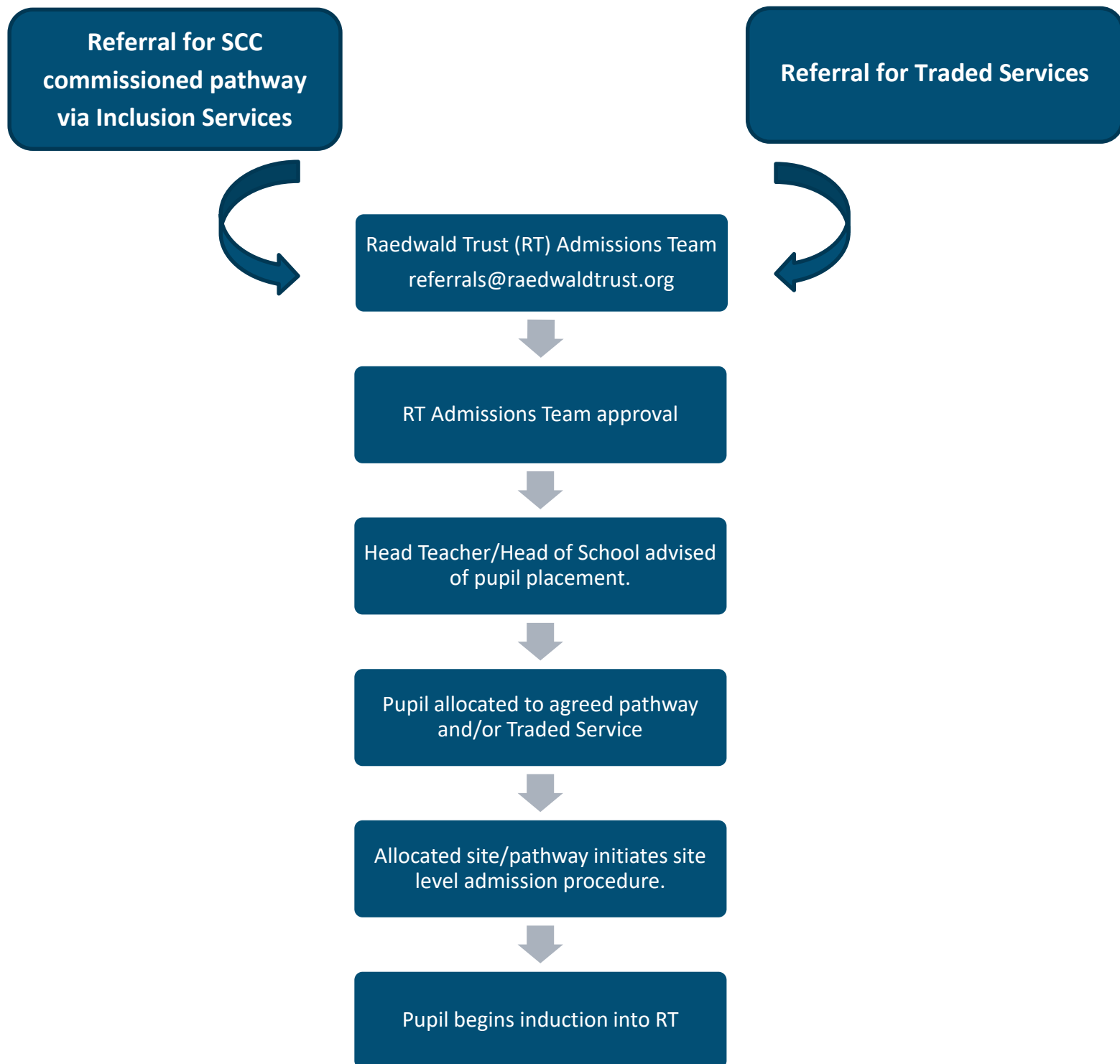
i.e. Direct Pupil Provision, Consultancy, Training, Group work, Link Mentoring

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

Formal agreement of the Engagement Letter from the referrer must be confirmed prior to any provision commencing.

Upon provision commencing, pupils remain single roll registered at their "home" school.

APPENDIX A: RT Admissions Process Overview



APPENDIX B: Detailed SCC Commissioned (Pathways) 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 received from SCC Alternative Provision Panel (APP)
- 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 termly.
- Referral meeting minutes shared with SCC and site leads in order to progress agreed actions.
- Allocated RT site uploads all pupil referral documents to MIS.

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 and/or SCC.
- Upon receipt of signed Dual Placement Agreement/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 Pupil Pathway list.
- Pupil admitted onto RT Pathway; commissioner notified

APPENDIX C: Detailed Traded Services 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 received from mainstream schools.
- Engagement Letter drafted outlining services to be offered for individual pupil by Central Team.

RT Tracking

- RT site list updated with pupil name in blue.
- Allocated RT site uploads all pupil referral documents to MIS.

Site Level

- RT site to send Engagement Letter and Service Level Agreement (with pre-populated start/exit dates, meeting dates & cost) to mainstream school.
- Upon receipt of signed Engagement Letter, Service Level Agreement, payments and all pre-admission information, RT site to ensure completion of all Admissions Paperwork and induction procedures.

Follow Up

- RT site to ensure pupil start date updated and accurate on RT Pupil Overview list.
- Pupil support commences; mainstream school notified via weekly reporting metrics.