



Admissions Policy



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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.

Alternative provision refers to education arranged by local authorities, schools, or other institutions for students who, because of exclusion, illness or other reasons, would not otherwise receive suitable education.

1. Introduction

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

- Equality, Diversity and Inclusion Policy
- 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 student 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. Deliberate and frequent collaboration between Raedwald Trust and the LA will ensure mutual accountability for the safeguarding and programme delivery of any student 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 unless in exceptional circumstances and agreed by the CEO. A student will only be placed on roll within a Raedwald Trust Academy, and given a start date, once a referral has been accepted and the following are in place:

- A signed Placement Agreement (PA)
- A completed, up-to-date risk assessment

- A completed home-school information sheet
- Current student attendance information
- In the case of a child under Social Care, a 'handover' meeting/discussion between DSLs/DDSs (Designated Safeguarding Leads and Deputy DSL)
- Sharing of 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 to discuss the provision. Raedwald Trust will provide regular feedback to the LA/Schools and Academies on progress made by the student, the student'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 most 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) must participate in the FAP 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 student 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 the LA, electronically only, via the Inclusion team inbox. On a weekly basis, the Local Authority holds 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. The LA 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 on an ongoing basis, weekly. Any subsequent queries about student placement and/or paperwork requirements will be raised directly with the LA 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 have been received, the admissions team will implement the admissions procedure as detailed in Appendix B.

5. Admissions Procedure for Hospital Schools

5.1 Overriding Principles & Legislation

Our Hospital School classrooms are funded by Suffolk County Council and must make their resources available primarily for those students whom it was set up to serve, i.e. in-patients who are school aged students on roll in schools in England & Wales.

Our duty is to support legislation under Section 19 of the Education Act 1996 and the Equality Act 2010 which places the responsibility on the Local Authority for *'arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. It applies to children who are students in Academies, Free Schools, special schools and independent schools as well as those in maintained schools.'*

Children and young people who are registered at the Hospital School remain on roll at their home school. Although such students are taught within our classroom, they always remain the responsibility of the home school and should be recorded on their home school's daily attendance registers and school census returns.

5.2 Aims

The Hospital School seeks to minimise the interruption and disruption to children & young people's education so that academic progress and an interest in learning will continue, as far as their health permits. We provide continuity of education for children and young people who are temporarily absent from their home school due to their medical needs. Children and young people with medical needs include those who are physically ill or injured and those with mental health problems.

5.3 Criteria for Teaching

In all cases there must be an agreement with the parents that they want the child or young person to engage in education and that they will provide information about the child or young person's experience of schooling.

Priority is given to inpatients that are:

- School aged and on roll in schools in England and Wales
- Long Stay: 10 school days or more
- Nursery Age (2-4 yrs)
- Long Stay: 10 school days or more
- Recurring
- Taking public exams

We do not teach:

- One-off, day-patients on the wards (though we will offer day packs to families if desired)
- Out-patients, except long stay/recurring students previously on school roll
- Children who are not patients of the hospital (e.g. visitors)
- Siblings of patients (*see 5.4 Discretionary Group advice below)

5.4 Discretionary Groups

Siblings, regular out-patients and special referrals are considered on an individual basis according to the Overriding Principles in section 5.1.

The School may admit siblings of long-stay patients, regular/ recurring outpatients or special referrals from the Local Authority who:

- are unable to attend and missing their home school education due to the medical needs of their sibling
- are likely to attend regularly for two weeks or more
- can be taught in the schoolroom in a group

There is no statutory obligation for the Hospital School to admit students in this discretionary group and a place cannot be guaranteed.

Siblings / regular out-patients must have the permission of their Headteacher before being taught within the Hospital School.

6. Admissions Procedure for School Commissioned 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 child or 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 to secure a place.

7. Admissions Procedure for Permanently Excluded Students

In the case of permanently excluded students, SCC Inclusion Team 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 inclusion team to determine suitability and compatibility for placement. For students in Key Stage 1 placement consideration will occur once a new mainstream school has placed the student on-roll.

For students in Key Stages 2, 3 and 4, the pathway available to support students without a named mainstream school, following their Permanent Exclusion hearing, is *Haven*. 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 to the Raedwald Trust Admissions Team through a representative of LA SEND professionals.

IMPORTANT: All students placed on a SCC pathway or School Commissioned 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.

8. 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.

9. School Commissioned

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

The Raedwald Trust has several services which it provides for schools/academies and the LA on a needs-led basis and falls under the banner of 'School Commissioned'. Typically, 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 a Placement Agreement and/or an Engagement Letter (proposal of provision, timescales and the indicative cost of that provision).

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

Upon provision commencing, students must remain registered at their "home" school.