



ADMISSIONS POLICY

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TABLE OF CONTENTS

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions.....	2
4. How to apply.....	3
5. How places are offered.....	3
6. Allocation of places	4
6.1 Admission number	4
6.2 Referral Process	4
6.3 Oversubscription criteria	5
7. Appeals	6
8. Monitoring arrangements	6

1. Aims

This policy aims to:

- Identify who the provision is for
- Explain how places are allocated at the school
- Set out the school's arrangements for allocating places to the referrals received

2. Legislation and statutory requirements

This policy acknowledges the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association (see Annex B of the Funding Agreement).

3. Definitions

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

Derby Pride Academy (DPA) is an Alternative Provision, which caters principally for students of compulsory school age who may not otherwise receive suitable education. The academy offers high quality alternative provision for permanently excluded students and those at risk of permanent exclusion, for a specific period of time (a time-limited placement). As an Alternative Provision, the admissions arrangements differ from those of mainstream schools and are set within this policy.

Applications for places at Derby Pride Academy will originate from a number of sources:

- Direct from local authorities – permanently excluded students or those at risk of permanent exclusion from schools may be referred under section 10 of the Education Act 1996.
- Mainstream schools and academies may refer students at risk of permanent exclusion or students who they feel would benefit from their education being directed to the academy (section 29 of the Education Act 2002).

When a commissioner wishes to refer a student to the academy, the Academy's Referral Form, Commissioning Agreement and risk assessment must be completed in full and sent to the Placement Coordinator (a copy of the referral form, commissioning agreement and risk assessment (these are available on request).

Due to the academy being an Alternative Provision, parents/guardians are unable to refer directly to us. We can only accept students through referral as it is the commissioning body who funds the cost of the placement.

5. How places are offered

On receipt of a completed referral, the following key questions will form the basis for the next stages of the admission process:

- a) "Are places available at the academy in accordance with published admission numbers as detailed earlier in this policy?"
- b) "Can the academy provide a suitable education through the efficient use of resources to meet the needs of the referred student?"

Referral forms are scrutinised carefully by the whole of the academy's Senior Leadership Team to ensure students being referred will have every possible chance to succeed.

If places are available, and it is agreed that the needs of the student can be effectively met, an induction meeting is arranged, whereby a combination of the student, parent/carer, a representative from the commissioning body and any relevant outside agencies are invited to attend.

This meeting provides the opportunity for:

- the student and parent/carer to be familiarised with the organisation and physical structure of the academy, through tours and introductions to key staff;
- any questions that the student or parent/carer may have to be answered and any concerns raised with commissioning bodies;
- the Home Academy Agreement and behaviour expectations to be discussed and signed by the student and parent/carer;
- discussion around any medical requirements the student may have;
- uniform to be provided;
- start dates to be discussed and agreed.

6. Allocation of places

6.1 Admission number

Derby Pride Academy has a published admissions number of 52 full time equivalent places. Students will be admitted into Year 7, 8, 9, 10 and 11 without reference to ability or aptitude, where places are available.

6.2 Referral Process

Derby Pride Academy occupies a single building; as a result, admissions are taken into consideration based upon whether the student's behaviour enables them to be safely inducted into the school and does not pose a risk to staff and other students. In addition, whether the student can be supported safely with the current staffing levels and resources available will also be evaluated.

On occasion, Derby Pride Academy may not be suitable for a particular student. Where this is the case, the referrer will be notified. This may be because of a conflict or an altercation that has previously occurred with a student already in the academy (or within the community) or that we are unable to meet the young person's needs. This will be discussed immediately after the referral form is reviewed. If a student has completed a placement at Derby Pride Academy they will not be eligible to return a second time around.

The Derby Pride Academy curriculum is intended to be a short-term, time-limited solution. This is usually two academic terms for students in Years 7, 8, 9. With some exceptions, students in Key Stage 3 may be offered an extended placement (this will be assessed on an individual student basis with the commissioning school). In Years 10 and 11 this is for the full academic year. With some exceptions, students in Key Stage 4 may be offered an extended placement this will be assessed on an individual student basis with the commissioning school. The goal for all students should be to return to a suitable setting that meets their needs as soon as possible. If a Key Stage 3 student has completed at least two terms at Derby Pride Academy, they will not progress from Key Stage 3 to Key Stage 4 and will return to their commissioning school.

As an Alternative Provision, we do not specifically accept admission of children and young people with an Education, Health and Care Plan (EHCP). The exception to this is where a child or young person has been diagnosed and gained an Education, Health and Care plan while currently accessing education within the academy at KS4. Within these circumstances, it is possible for the child or young person to remain with the academy if the following is correct:

- the needs of the child are best met in the academy
- an additional transition would detrimentally affect the child
- the child is already making good or better progress and parental preference is to maintain the education in place with additions as mandated in the plan.

Derby Pride Academy is not a proxy for SEND provision. Our ethos is also in line with the advice from the DfE, which states:

‘Alternative provision should not be used as a proxy for SEN provision nor as a solution for children who are not attaining high standards at other schools. They exist to re-engage children with education. They should normally aim to work towards reintegrating students back into mainstream provision.’

Derby Pride Academy will consider each and every child on an individual basis.

6.3 Oversubscription criteria

Where there are more applications for places than are available, a waiting list will be held and operated by the academy. When a place does become available, and to ensure that vulnerable young people are offered a school place as soon as possible, places will be prioritised to students based on the following criteria:

- I. Looked after Children;
- II. Previously Looked after Children
- III. Children who are homeless;

- IV. Vulnerable children, i.e. where child protection procedures are on-going;
- V. Children who have been out of education for two months or more (where more than one child meets this criterion the period of time beyond two months will be used to prioritise any application);
- VI. Children from the criminal justice system or Student Referral Units who need to be reintegrated into mainstream education;
- VII. Children with unsupportive family backgrounds for whom a place has not been sought;
- VIII. Children with special educational needs, disabilities or medical conditions (but without an Education, Health & Care Plan); Alternative provision should not be used as a proxy for SEN provision*
- IX. Children who are young carers;
- X. Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- XI. Length of time out of education.

7. Appeals

Commissioners have the right to appeal against the refusal of a place at the academy should they apply and be denied. Commissioners wishing to appeal must contact the academy to establish the correct procedure, as per the academy's Complaints Policy.

8. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

The number of students on roll and reason for unsuccessful referrals/appeals will be reported to the governing body each term with advice on any implications, plus feedback from commissioners and parents.

Esteem Multi-Academy Trust Derby Pride Academy

Signature: 

Printed Name: Mr Mark Hatton



DPA
DERBY PRIDE
ACADEMY

Position: Headteacher

Date: 4th June 2024