

[eat.uk.com](http://eat.uk.com)

[@EthosAcadTrust](https://www.instagram.com/EthosAcadTrust)

Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

# Admissions Policy - Ethos College September 2022



Nurturing inclusive learning communities



1	Summary	Ethos College Alternative Provision and Medical Provision admissions.			
2	Responsible person	Head Teacher / SLT			
3	Accountable ELT member	Rebecca Smith			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	Board of Trustees			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	N/A			
8	Ratifying committee(s) and date of final approval	Trust Board			
9	Version Number	1.4			
10	Available on	Every	Y	Trust Website	Y
				Academy Website	Y
				Staff Portal	N
11	Related documents (if applicable)	See links on policy			
12	Disseminated to	All staff			
13	Date of implementation (when shared)	September 22			
14	Date of next formal review	September 23			
15	Consulted with Recognised Trade Unions	N/A			
16	Adopted by Ethos Academy Trust following consultation	N/A			

Date	Version	Action	Summary of changes
15/09/2022	1.4	Policy review and revision	Review policy and revised changes/updates

## Contents

Section	Description	Page
1.	Terms of reference	3
2.	Introduction	4
3.	Types of placements	4
4.	Referral's process	4
5.	Contact details and additional Information	5

## 1. Terms of Reference

- i. This policy has been written for all staff within Ethos Academy Trust; pupils; parents / carers; referring professionals and trustees. All staff should have a working knowledge of this policy.
- ii. A copy of this policy is available electronically on the school website.
- iii. Relevant Statutory guidance (DFE), circulars, legislation and other sources of information are:
- iv. KS1/2 and KS3 Provisions have their own policy

Exclusion guidance 2022:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1101498/Suspension\\_and\\_Permanent\\_Exclusion\\_from\\_maintained\\_schools\\_academies\\_and\\_pupil\\_referral\\_units\\_in\\_England\\_including\\_pupil\\_movement.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools_academies_and_pupil_referral_units_in_England_including_pupil_movement.pdf)

School attendance 2022:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1076127/School\\_attendance\\_guidance\\_May-2022\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1076127/School_attendance_guidance_May-2022_.pdf)

Mental health & Behaviour in school 2018:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1069687/Mental\\_health\\_and\\_behaviour\\_in\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf)

Guidance to Schools On the use of Reduced Timetables:

[Reduced \(part-time\) timetables in school | General information and advice | Kirklees Local Offer](#)

Ensuring a good education for children who cannot attend school because of health needs:

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

**This policy aims to provide a clear, transparent admissions process.**

## 2. Introduction:

This policy covers admissions processes to the following:

- Ethos College (Key Stage 4).
- Ethos College (EYFS2, Key Stages 1-4) – Medical provision.

The LA commissions the above places with the priority around statutory responsibilities outlined in the links on page 4.

## 3. Ethos College has 2 main types of placements:

*Please note: Following an Ethos College placement, mainstream schools will provide legacy data to show the progress that has been made by pupils following reintegration. The expectation is that Ethos College will be able to obtain academic reports for the 3 terms following placement.*

### 3.1 Long Term Placements

Pupils referred to Ethos College will have complex social, emotional and mental health needs and benefit from a nurturing provision with wide ranging academic opportunities. Referrals for Key Stage 4 placements at Ethos College can be made for Year 9 pupils during the summer term, with a view to transition taking place in the final weeks of the term in preparation for the beginning of Key Stage 4 the following September. Additionally, mid-year referrals for Year 10 and 11 pupils can be made by referring schools.

Pupils are dual registered during their placement with the referring school being the 'main' and Ethos College being the 'subsidiary' setting.

Ethos College work in partnership with the referring school throughout the placement. The effectiveness of partnership working is paramount and schools are required to actively work with Ethos College in sharing information and attending regular review meetings.

Long term placements are part-funded by Kirklees Local Authority, with the referring Kirklees school paying £10,000 per annum.

On occasion where it is recognised through SENDACT that a school cannot meet need and the student has an EHCP, Ethos College may offer a place via direct consultation from the LA. In this case pupils would be on roll and single registered with Ethos College.

### 3.2 Medical Provision

Key Stage 1 – 4 pupils who are unable to attend school because of health needs receive education provision and support from Ethos College. This is planned and delivered on a personalised basis, based

upon medical advice. Ethos College work in partnership with the referring school throughout the period of medical tuition in order to support an effective and timely transition back for pupils back to their mainstream school.

#### 4. Referral Process for all schools within Ethos Academy Trust.

- **Guidance:** <https://www.eat.uk.com/wp-content/uploads/2020/04/SPR-Form-Guidance-2019-1.pdf>
- Save the completed form securely and send to the panel using Anycomms.
- To submit via Anycomms (<https://sst.kirklees.gov.uk/Login.aspx>) - documents will need to be passed to a member of office staff who have an Anycomms log in.
- Click on 'Upload File(s) to the Local Authority'
- Click on 'Browse' and upload relevant file
- From the 'File Type' drop down list choose 'Single Point Referral'. It should then automatically put 'Inclusion' in the 'Service' drop down.
- You can enter a description of the file or a comment in the 'Description' box
- Click on 'Upload All Files' to send.

The referral panel meet fortnightly to consider pupil admissions to the Ethos Academy Trusts. The panel is chaired by a Kirklees head teacher from either a primary or secondary mainstream school.

All placement referrals will require the completion of the Pupil Referral Service referral form (see link below) and schools must ensure that pupils' CTF files are forwarded in advance of the agreed admission date.

<https://www.eat.uk.com/our-services/single-point-referral-process/>

## 5. Contact details and additional information.

SECONDARY ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process
<b>Permanent exclusion</b>	Allison Langdale – Exclusions Officer / Inclusion Manager (Secondary) Tel: 01924 – 478482 <a href="mailto:alangdale@eat.uk.com">alangdale@eat.uk.com</a>	PEX Notification form:	Local Authority notify Ethos Academy Trust of permanent exclusion.  1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Ethos Academy Trust. 3. Start date agreed. 4. Baseline assessments undertaken. 5. My Support Plan / EHCP updated.  Please note: Following a Day 6 placement, schools will provide legacy data to show the progress that has been made by pupils following reintegration. The expectation is that Ethos Academy Trust will be able to obtain academic reports for the 3 terms following placement.
		<a href="https://www.eat.uk.com/our-services/permanent-exclusions/">https://www.eat.uk.com/our-services/permanent-exclusions/</a>	
		Permanent Exclusion letter to parent. Additional information: <ul style="list-style-type: none"> <li>• Attainment and progress (this could be the last school report)</li> <li>• Personal development, Behaviour and Welfare (this will vary within each school but might include personalised plans for the child (MSP), summary of behaviour to date etc.)</li> </ul>	

ETHOS COLLEGE ADMISSION:			
Category	Initial Contact	Paperwork Required	Admissions Process
<b>Long Term Placements (KS4)</b>	Diane Dunn – Assistant Head (KS4) Tel: 01924 469170 <a href="mailto:ddunn@eat.uk.com">ddunn@eat.uk.com</a>	Referral form: <a href="https://www.eat.uk.com/our-services/single-point-referral-process/">https://www.eat.uk.com/our-services/single-point-referral-process/</a>	<ol style="list-style-type: none"> <li>1. Planning meeting convened with pupil, parent / carer, school and any other professionals (may be in the referring school, Ethos College or pupil's home).</li> <li>2. Parents and pupil visit Ethos College (supported by referring school staff).</li> <li>3. Baseline assessments undertaken.</li> <li>4. Start date agreed.</li> <li>5. My Support Plan / EHCP updated.</li> </ol>
	Lindsey Ellis – Acting Assistant Head and SENDCO Tel: 01924 469170 <a href="mailto:lellis@eat.uk.com">lellis@eat.uk.com</a>	My Support Plan EHCP (where appropriate) ePEP (for LAC)	
	Rebecca Smith – Head Teacher Tel: 01924 469170 <a href="mailto:rsmith@eat.uk.com">rsmith@eat.uk.com</a>		
<b>Medical Needs (KS1-4)</b>	Mandeep Little – Deputy Head Teacher Tel: 01924 469170 <a href="mailto:mlittle@eat.uk.com">mlittle@eat.uk.com</a>	Referral form <a href="https://www.eat.uk.com/our-services/single-point-referral-process/">https://www.eat.uk.com/our-services/single-point-referral-process/</a>	<ol style="list-style-type: none"> <li>1. Planning meeting convened with pupil, parent / carer, school and any other professionals (may be in the referring school, Ethos College or pupil's home).</li> <li>2. Learning venue identified.</li> <li>3. Baseline assessments (where appropriate) undertaken.</li> <li>4. Start date agreed.</li> <li>5. Medical Needs plan developed.</li> </ol>
	Rebecca Smith – Head Teacher Tel: 01924 469170 <a href="mailto:rsmith@eat.uk.com">rsmith@eat.uk.com</a>	Guidance: <a href="https://www.eat.uk.com/about/medical-needs-support/">https://www.eat.uk.com/about/medical-needs-support/</a>	
		Consultant Advice: EHCP (where appropriate) ePEP (for LAC)	