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Company Registration Number: 10745840 (England and Wales)

Admissions Policy

October 2023



Nurturing inclusive learning communities



1	Summary	Ethos College Alternative Provision and Medical Provision admissions policy			
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	Board of Trustees			
9	Version Number	1.5			
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, Parents and Carers.			
13	Date of implementation (when shared)	October 2023			
14	Date of next formal review	October 2024			
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
10/10/2023	1.5	Policy review and revision	Policy re-write due to provision changing to EHCP placements

Contents

Section	Description	Page
1.	Admissions	4
2.	The Admissions Process	4
3.	Making an Informed Decision	5
4.	Expressing Preference	5
5.	The Academy’s Formal Response to the Local Authority	5
6.	Formal Confirmation from the Local Authority	6
7.	Once a Child has Started at Ethos College	6
8.	Medical Provision	6

1. Admissions

Ethos College is an Alternative Provision for students in KS4. It is a provision for students with Social Emotional Mental Health (SEMH). Ethos College is also responsible for Medical Provision in Kirklees, for pupils in Key Stage 1-4 who are unable to attend school because of health needs.

PAN Number: Our school is registered for 42 students.

We are open to children of all religions and cultures. The school would expect that all students referred for admission would have complex social, emotional and mental health needs. In addition, other students may have additional needs that are related to autism.

Admissions arrangements for disabled students may be found in our Accessibility Plan.

The only entry to the school is based on Local Authority referrals. Admission is via an Educational Health Care Plan (EHCP) in all but exceptional circumstances.

2. The Admissions Process

The admission process will:

- Be clearly outlined to prospective parents / carers which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally.
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family.
- Begin to establish the partnership with parents / carers and clarify expectations.
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings.
- Enable parents / carers to become confident partners in their child's education.
- Be sensitive to the needs of other pupils in the class and the resources available.
- Include close liaison with feeder schools where appropriate.
- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and where involved.

3. Making an Informed Decision - an opportunity to see our school in action

If you wish to visit Ethos College, please contact Lindsey Ellis, Assistant Headteacher/SENDCo via email at lellis@eat.uk.com or call Ethos College on 01924 469170. We will be very pleased to show you our school in action and share our vision, values and expectations.

4. Expressing Preference

If you have a preference for our school, you must contact the local authority, who will consult with the school on your behalf.

The local authority will consult with the school's admissions panel, before naming the school in your child's EHCP.

5. The Academy's Formal Response to the Local Authority

In accordance with the Special Educational Needs Code of Practice 2001, the school will make a formal response to the local authority within 15 working days of the consultation date, unless the time period falls within a school holiday that is longer than two weeks.

Due to the severe complexities of our potential students, we sometimes have to ask for extra information so that we can do the necessary risk assessment that will help us to decide whether we are the correct provision for your child. Our formal response to the local authority is dependent on how quickly we receive information from various agencies.

If the school can meet the needs of your child, the school will forward to the local authority a formal response.

The school then awaits a final response from the local authority.

6. Formal confirmation from the local authority that your child has a place at Ethos College

- Once the school has received formal confirmation from the local authority that your child's placement in the school has been agreed, the school will contact you to arrange a meeting as part of the induction process.
- Please note that an adult with legal responsibility must be present at this initial meeting.
- At the meeting we will agree a start date and name of the key members of staff that will be working with child. A transition plan will then be discussed and plans will be put in place.
- Paperwork will be completed and where appropriate support will be given to apply for school transport for travel to and from Reach Academy. Requests for school transport will follow each local authority's transport arrangements

7. Once a child has started at Ethos College

- Opportunities for close liaison between home and school will be maintained. On some occasions, home Visits may be appropriate.
- Liaison between home/school may also be via telephone or by making a time to meet with school staff and parents/carers in school.
- There will be Parents Evenings to enable parents/carers and teachers to meet and discuss the child's progress.
- Data progress information will be sent to parents/carers in a report.
- An Annual Review is held within 12 months of the Education & Healthcare Plan being issued and thereafter annually.

8. Medical Provision

Please note, Ethos College will no longer provide medical provision from 01/01/2024.

Key Stage 1 – 4 pupils who are unable to attend school because of health needs receive education provision and support from Ethos College.

The route of admission is through the local authority inclusion panel.

Education provision 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.
