



*Making a Difference*

Phoenix Park Academy



# Admissions Policy

Issue No: 3

Issue Date: September 2019

Review Date: September 2020

Author: PH

Staff Responsible: PH

Date Approved by Governors: October 2019



WELLSPRING  
ACADEMY TRUST

## Admissions Policy

We wish to comply with the School Admissions Code of Practice. Annually we will agree the admission number for these Academies but there are times when this number will change in line with local authority demand

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will consider a child with a statement of special educational needs that names this school although we are not a specialist SEN provision.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Introductory statement

Phoenix Park and Sevenhills Academy are Wellspring Academy Trust's Alternative Provision in NE Lincs.

Phoenix Park and Sevenhills Academy provide a caring, nurturing and developmental environment for young people who have been excluded from or are at risk of exclusion from mainstream education. After receiving our support over a period of time, we will ensure that individuals move on to their next destination having felt known, valued and understood.

The aim of Phoenix Park and Sevenhills Academy is to re-engage its students into education and progression to employment, training or further education.

### Students supported by the school

Phoenix Park and Sevenhills Academy has a core purpose to deliver education programmes to challenging or vulnerable children and young people who are not in school for a variety of reasons;

- Pupils who have been permanently excluded from school
- Children and young people who are at risk of permanent exclusion from school.
- Children who are anxious and/or school phobic but do not have an Education, Health and Care Plan.

### Number of places available

Phoenix Park and Sevenhills Academy will provide education for up to 174 places commissioned by NE Lincs BAC. However, We continue to support the Local Authority to reduce exclusion and as a result these numbers are flexible within 10% within existing resource.

Key Stage 1: 0

Key Stage 2: 14

Key Stage 3: 42

Key Stage 4: 102

SEMH: 16

Total: 174

The school operates a maximum class size of 8-10 pupils (where appropriate) in order that the educational provision is effective and safe.

Phoenix Park and Sevenhills Academy will use best endeavour to provide additional placements, over the planned places, Any additional places will only be provided if they do not incur additional resourcing costs and are available through negotiation with BAC commissioning body. Phoenix Park and Sevenhills Academy is not a designated Post 16 provider. We will end our intake at Year 11.

In considering the school's position prior to responding to the local authority, the school will take account of the planned class size, year group numbers and learning area into which the child would be placed. The academy's position is that the maximum class size and Key Stage size is set out in this policy and numbers in excess of that maximum should be grounds for incompatibility within the provision of efficient education as it would run contrary to the model of educational provision which works effectively within the academy.

### Referral arrangements

**All referrals for the LA commissioned places must be done via the Behaviour and Attendance Collaborative BAC:**

#### **Schools/Academies in line with the LA BAC**

For exceptional cases, the local authority will agree an admission directly with Phoenix Park and Sevenhills Academy (see 3 below).

#### **1. Permanent Exclusion:**

Complete the permanent exclusion form contained in Summary of Guidance on Exclusions – fully completed forms with supporting evidence must be in place. Incomplete forms or lack of supporting documentation will trigger the forms and referral being returned. There is an expectation that the Headteacher or representative of the excluding school makes contact immediately with the Phoenix Park and Sevenhills Academy to inform of their decision to permanently exclude. The exclusion form or equivalent

must be with Phoenix Park and Sevenhills Academy by the date of the Permanent Exclusion.

## **2. Children at risk of permanent exclusion**

Schools follow the BAC agreement through the NE Lincs Local Authority and Phoenix Park and Sevenhills Academy. Referral forms should be completed and submitted to Springwell Learning Community by the agreed deadlines laid down in the protocol.

## **3. Exceptional cases**

Where pupils who are not attending mainstream school and for whom a mainstream place is not appropriate the local authority can place directly with Springwell Alternative Academy.

## **4. Looked After Children**

Children who are looked after by the local authority may be placed in Phoenix Park and Sevenhills Academy without following the Fair Access Protocol. These placements will be arranged directly between the LA and Springwell.

## **5. Additional places not covered by the Local Authority commission**

In negotiation directly with Wellspring Academy Trust, schools and academies can commission places for full or part year provision. These places are only available if capacity allows, above the LA commissioned places and do not negatively impact on the delivery of those pre-commissioned places.

### **Pupils leaving the academy**

Placements at the academy can be ended in several ways:

1. **Reintegration via BAC / Fair Access Protocol:** Phoenix Park and Sevenhills Academy will refer those pupils it deems appropriate for reintegration. The BAC / FAP will determine the destination school/academy.
2. **Return to host school:** For those pupils on a temporary placement and dual registration, pupils will return to school at a time agreed between Phoenix Park and Sevenhills Academy and the school.
3. **Pathway into more specialist setting:** For students with specific additional needs we will follow EHCP guidelines and support mainstream schools with their applications
4. **Post 16 progression:** Pupils finishing Year 11 in Phoenix Park and Sevenhills Academy will be supported into further education, employment and training.

5. **Pupils moving out of authority:** Phoenix Park and Sevenhills Academy will follow the Children Missing Education process to ensure any pupils leaving the local authority are placed safely and timely in another appropriate educational setting.

### Registration arrangements

Except for Permanent Exclusions and exceptional cases, the BAC will determine the registration of each referred pupil. Those pupils who are permanently excluded or exceptional cases will automatically be placed on the roll of Phoenix Park or Sevenhills Academy. All other pupils' roll will be determined by the BAC / Fair Access process and depend on individual circumstances.

Where students are on the roll of another school and attend for a short period of time the student will be dual registered.

### Commissioning process

NE Lincs Local Authority (LA) is responsible for arranging full-time education for permanently excluded pupils. The LA commissions Phoenix Park and Sevenhills Academy to enable it to fulfil this legal duty.

When the commissioner is a local authority, it will be purchasing places at the academy. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed Service Level Agreement (SLA). This SLA will set out the obligations of the academy, the commissioning authority and the child's host school so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the child; and what monitoring arrangements will be agreed to review the contract performance.

The academy will also provide similar contracting procedures for individual schools and academies. This will be a local service level agreement arranged with the school or academy to provide alternative provision according to need. This will be bespoke in order to provide personalised programmes of alternative provision.

### Funding

Each full-time equivalent place in alternative provision free schools will attract base funding of £10,000 per place. This money is paid directly to the Wellspring Academy trust from the Education & Skills Funding Agency.

Commissioners (schools, academies and local authorities) will provide top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the pupil's assessed needs and the cost of meeting those needs in the academy.

Top-up funding;

- Top-up funding is paid by the local authority or other school or academy that commissions the place. For local authority places this funding will come from the High Needs Block.

- For places commissioned by schools, the school pay an agreed top-up funding for the individual pupil, either from its delegated budget share, or from funds devolved to schools, in a fair and transparent way.
- Top-up funding rates are determined fairly and reviewed regularly.

Top-up funding is agreed with the commissioner on an annual basis and paid in full at the start of the academic year.

### Criteria to be applied in respect of other pupils when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available in order of priority:

- (1) Children who are looked after by the local authority
- (2) Children who are permanently excluded

Where, after applying the above criteria in order, two or more referrals are tied for the last available place the commissioner will decide which child should be admitted.

### Offers

Offers of places are made in line with agreed protocol from commissioning bodies.

Referrals will be accepted unless the following apply, the commissioner fails to fund the place, or the academy is full.

### Procedure following an offer

We will follow a timely admissions process with our placement officers working with all stakeholders to cause as little disruption to educational provision as possible.

### Appeals against any refusal to accept a referral

Wherever a referral is refused, the commissioner can submit an appeal to the Wellspring Academy Trust at [info@wellspringacademies.org.uk](mailto:info@wellspringacademies.org.uk). Any appeals will be heard within 15 working days.

### Complaints

Any objections to this policy or its application should be raised with Wellspring Academy Trust.

If the complainant is not satisfied with the resolution, they are able to complain to the Education & Skills Funding Agency (ESFA) at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk).

## Equal Opportunities

The academy is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

## Review

This policy will be reviewed annually and any amended policy for the following September will be published on the school's website before the end of the preceding September. The policy will remain on the website throughout the school year.

## Links to other policies

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)