



ASPIRE ACADEMY

ADMISSIONS

POLICY AND PROCEDURES

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	July 2014
POLICY REVIEWED / REVISED	July 2016
POLICY TO BE REVIEWED ANNUALLY OR AS REQUIRED	

Signature: *Vic Goddard*

Date: July 2016

Name: Vic Goddard

CHAIR OF GOVERNORS

Contents

GENERAL	3
ADMISSION ARRANGEMENTS	3
GROUND FOR REFUSING TO OFFER A PLACE.....	3
REFERRAL PROCESS	4
ADMISSIONS PANEL	4
EQUALITY DUTY	4
FINANCIAL ARRANGEMENTS	4
OVERSUBSCRIPTION CRITERIA	5
PUPIL REGISTRATION	5
APPEALS AGAINST DECISIONS NOT TO OFFER A PLACE	6

GENERAL

Aspire Academy – as an Alternative Provision free school Academy Trust – is its own admissions authority. However, it will have regard to the Schools Admissions Code and Essex County Council's Fair Access Protocol.

Admissions to Aspire Academy will be via a set referral process and subject to agreement by Aspire Academy's Admissions Panel.

The majority of admissions will be for provision commissioned by schools, academies and local education authorities. Such provision may be part or full time and for short, medium or long term periods of time. In the academic year 2015-16, Aspire Academy will prioritise referrals/commissions for pupils which are full-time and for a minimum of one term.

Schools and Academies are likely to consider commissioning provision at Aspire Academy in order to meet their responsibilities to arrange full time education from the sixth day for pupils subject to a fixed exclusion period or to exercise their powers to direct pupils off site for education, to help improve their behaviour and engagement with their education.

Local Authorities are likely to consider commissioning provision at Aspire Academy in order to meet their responsibilities for arranging suitable education for permanently excluded pupils and for other pupils who would not receive suitable education without such arrangements being made.

ADMISSION ARRANGEMENTS

Aspire Academy will consider referrals from commissioners for admission for children and young people meeting one or more of the following criteria:

- * Aged between 4 and 16
- * Female or Male
- * Not on the roll of a mainstream school or academy
- * On the roll of a mainstream school/academy but subject to a fixed term exclusion longer than 6 days or to schools/academies decision to direct a pupil off-site for education, to help meet their personal, social and education needs
- * Permanently excluded
- * Hard to Place
- * In possession of a Statement of Special Educational Needs or Education, Health & Care Plan
- * Looked After Children unable to access mainstream education
- * Demonstrating social, emotional and educational needs which are appropriate to be suitably provided for by Aspire Academy
- * Unable to access suitable mainstream education for any other reason

GROUNDINGS FOR REFUSING TO OFFER A PLACE

- * Lack of Aspire Academy capacity due to all places being filled
- * Inability of Aspire Academy to be able to offer sufficient suitable educational provision in response to commissioners' request or the specific needs of an individual pupil
- * Level of risk to health and safety of other pupils or adults and/or level of risk to the effective operation of the Academy

Whilst Aspire Academy will make every effort to meet commissioners requests for a place, there may be circumstances where the previous history of the referred pupil or the particular nature of the pupil's needs are such that the Academy may feel it cannot adequately provide for that pupil and/or meet the 'standards' set within any Service Level Agreement the Academy may hold with the Commissioner. It is not possible to be specific on the circumstances in which the Academy may refuse a place. Each such case will require detailed discussion with the Commissioner in question.

REFERRAL PROCESS

Commissioners will make referrals using Aspire Academy's set referral paperwork and processes.

Referrals can be made via a pre-purchase arrangement or on a rolling needs basis during each academic year.

Aspire Academy's Admissions Panel will aim to meet within 14 working days of receipt of referral assessment to decide on whether it is appropriate to admit.

In certain cases, where the risk factors are judged to be high, an admission may be agreed on a half-term 'trial' basis with a final decision made at the end of that period.

Aspire Academy will try to respond flexibly and positively to commissioners' requests for emergency placements.

Subsequently commissioners, parents/carers and pupils themselves will be fully involved in the regular monitoring and review of the provision via the informal and formal pattern of review meetings.

ADMISSIONS PANEL

Aspire Academy's Admissions Panel will consist of the Principal (or designated nominee), the Head of Primary or Secondary Unit Provision (as appropriate), the Assistant Principal in charge of the referrals/transitions and the SENCO (as appropriate). An independent person will be included as a member of the panel where possible.

Commissioners, parents/carers and where appropriate the pupil can be invited to attend the Panel meeting, but withdraw for the final decision process.

EQUALITY DUTY

Aspire Academy will have full regard to its duties under the Equality Act 2010 in relation to the management of admissions. These duties and how Aspire Academy will meet them are laid out in the Academy's Equality Policy available on request.

FINANCIAL ARRANGEMENTS

Commissioners are required to pay a top-up provision fee. For the academic year 2016/17 this is set at £7,000 per primary age pupil and £8,500 per secondary age pupil per annum for each full time place. Part time provision top-up fees will be based on a pro-rata equivalence.

The top-up fee may have to be higher for a higher level needs pupil and this will be individually negotiated with the Commissioner.

In addition it is expected that for dual roll pupils and Year 11 transferring from dual to single roll that the commissioner will passport to Aspire any Pupil Premium or SEN funding (above 15 hours per week) it is receiving for specific pupils.

Aspire Academy will agree via a Service Level Agreement (SLA) an initial period of time for each commission, the costs of which will be payable in advance. Variations to the terms of the SLA will be the subject of discussion at regular review meetings to be held with commissioners.

The level of top-up fees will be reviewed annually by Aspire Academy and in consultation with commissioners.

OVERSUBSCRIPTION CRITERIA

In the event of the number of referrals exceeding the stated admissions capacity of Aspire Academy, the Academy will, where capacity allows, admit pupils with an Education, Health & Care Plan which names the Academy, followed by pupils who meet the following criteria in the order given:

1. Children with a Statement of Special Educational Needs/Education, Health & Care Plan (where Aspire is not named)
2. Looked after children.
3. Permanently excluded children and those not on a school/academy roll.
4. Children requiring full time provision.
5. Children living within the defined geographical area of Harlow District Council.
6. Children living within the defined geographical areas of Epping Forrest District Council and Uttlesford District Council.
7. Remaining referrals.

PUPIL REGISTRATION

- * All pupil places commissioned by schools/academies for pupils on their roll at the time of the referral will be dual registered.

Pupils will be dual registered from the beginning of the first day of which the school/academy has commissioned the place. For the purpose of the school/academy census a pupil will be dual main registered at their school/academy and dual subsidiary registered at Aspire Academy.

- * School/Academy commissioners can request that referred Year 11 pupils be placed on the single registration roll of Aspire Academy as long as parental/carers consent for this has been obtained.
- * All pupils places commissioned by Local Education Authorities for permanently excluded pupils or those not otherwise on the roll of a mainstream or special school/academy will be placed directly on the single registration roll of Aspire Academy.
- * Commissioners will be provided with regular information on the attendance and progress of pupils whose provision they have commissioned.

APPEALS AGAINST DECISIONS NOT TO OFFER A PLACE

Aspire Academy will establish an Independent Appeals Panel to consider any objections/complaints in regard to a decision not to offer a place following a referral and will supply commissioners with a direct contact to the Independent Appeals Panel.

Aspire Academy undertakes to abide by any decision of the Independent Appeals Panel.

Unsuccessful commissioners/referrers can submit objections to the Education Funding Agency or any successor to it.