


## Admissions Policy

<b>Date approved</b>	September 2023	<b>Approved by</b>	Standards
<b>Review cycle</b>	1 year	<b>Signature</b>	
<b>Date for review</b>	July 2024	<b>Author</b>	Executive Director

### Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

### 1. Scope

1.1 This policy applies to all stakeholders involved with Kingsmead School and Newton's Walk

### 2. Principles

2.1 The RESPECT collection of school (The School) values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability.

### 3. Rationale

3.1 Kingsmead School is a 110-place special school for pupils with social, emotional and mental health difficulties (SEMH). 20 of these places are for personalised programmes. This school can accept children from KS2 to KS5.

3.2 Bridge Street School is 100 place primary and secondary Pupil Referral Unit (PRU) for Derby City who are permanently excluded who live in Derby City or have been referred by the mainstream school for an Alternative Provision place. This school can accept children from KS2 to KS4

3.3 The Castle is defined as a PRU for up to 90 children however only commissioned for 75 children currently, this is while accommodation is being extended. The provision is dual purpose with 18 places for children who have been referred by the local authority or school for hospital tuition and 45 children with an EHCP for SEMH needs. This school can accept children from KS3 to KS4

3.4 All admissions to our schools are supported via the local authority

In Year Fair Access Panel- SPP or PPP

Resource Allocation Panel- IPP

Individually commission Alternative Provision Placements

#### **4. Admissions Criteria**

4.1 For Kingsmead School:

- Pupils with identified Social Emotional and Mental Health Difficulties whose needs can best be met through the stability of a long-term placement in a special school and have an EHCP.
- Pupils where their current placement has broken down and an EHCP is in the latter stages of SEND process and Kingsmead School is deemed the most appropriate setting and long term placement for the child
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Only in exceptional circumstances will pupils be referred with low learning levels. Other special school facilities in the city can better meet the needs of pupils with these needs.

4.2 For Bridge Street School:

- Pupils permanently excluded from mainstream school
- Pupils at risk of permanent exclusion and directed to Alternative Provision by their current school
- Pupils new to the authority with a history of disrupted education or previously educated in a PRU setting for whom a school placement cannot be immediately identified (IYFA -Supported Placements)
- Pupils positively referred for alternative provision on either a full-time or part-time basis through J16
- Pupils with identified Social Emotional and Mental Health Difficulties where placement at mainstream school has broken down and a placement at the school
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4.3 For Castle School :

Pupils with identified Social Emotional and Mental Health Difficulties whose needs can best be met through the stability of a long-term placement in a special school and have an EHCP.

- Pupils where their current placement has broken down and an EHCP is in the latter stages of SEND process and Castle School is deemed the most appropriate setting and long term placement for the child

Or

Referred by the local schools inline with the Derby City Councils policy *ensuring a good education for children who cannot attend school because of health needs.*  
Placements will not be arranged outside of this policy

#### 4.4 Day 6:

Bridge Street School supports the LA to fulfil its statutory duties by providing education for permanently excluded pupils from day six following a permanent exclusion at all key stages

#### 4.5 Equalities

Our Schools will admit any child who fit the criteria for the school and will not discriminate based on protected characteristics

### **5. APPLICATIONS/REFERRALS- PROCESS**

#### **5.1 Kingsmead School**

***5.1.1 All applications for places on the School roll or for assessment places within must come through Derby City SEND Service***

5.1.2 Kingsmead School will reply to SEND within 15 working days to either offer a place, request additional information or to give grounds, if unable to offer an or a place.

5.1.3 The SEND department may make applications for pupils who are undergoing statutory assessment but for who the process of issuing an EHCP has not yet been finalised. In these cases, the pupils will be treated as if they have an EHCP for purposes of numbers on roll.

5.1.4 Pupils who were initially referred to the PRU may, either following a period of assessment or once identified as requiring assessment, be transferred onto the roll of the Special School if it is decided that their needs can be best met through a longer-term placement via the Special School. In such cases the usual LA procedures will be followed and the appropriate consultation with parents and professionals will be completed in line with the SEND Code of Practice.

5.1.5 Once a placement is agreed all pupils will attend a planned induction programme for up to 2 weeks. All new pupils receive an initial visit with parents/carers. They will usually enter on a part-time programme to facilitate a range of assessments and to ensure that the pupil's program can be best matched to individual need.

#### **5.2 Bridge Street School:**

***5.2.1 All applications for places on the PRU roll will be managed through the Secondary or Primary Placement Panel or on an individually commissioned basis with schools.***

5.2.2 The Executive Headteacher has responsibility for allocating provision for referrals that meet the admissions criteria.

5.2.3 All those involved with the pupil will be informed of the decision and a date for the admissions appointment will be arranged.

5.2.4 In the case of alternative placements, an agreement will be drawn up between the referring school and The Bridge Street School. The agreement will address funding, pupil support, transport arrangements, duration of placement, placement review and exit strategies.

5.2.5 Any referrals that fall outside of the admission criteria or over school numbers will be considered on a case by case basis and may be offered a placement if the appropriate funding and support can be secured from the LA. Where further discussion is required the case will be referred to the Governing Body.

5.2.6 Once a placement is agreed all pupils will attend a planned induction programme for up to 2 weeks. All new pupils receive an initial visit with parents/carers. They will usually enter on a part-time programme to facilitate a range of assessments and to ensure that the pupil's program can be best matched to individual need.

### **5.3 Castle School**

***5.3.1 All applications for places on the School roll or for assessment places within the Special School will come through Derby City SEND Service or via Secondary Placement panel for hospital tuition***

5.3.2 Formal applications are made through the SEND Department or Via SPP through an SPP referral form

5.3.3 Castle School will reply to SEND within 15 working days to either offer a place, request additional information or to give grounds, if unable to offer an or a place.

5.3.4 The SEND department may make applications for pupils who are undergoing statutory assessment but for who the process of issuing an EHCP has not yet been finalised. In these cases, the pupils will be treated as if they have an EHCP for purposes of numbers on roll.

5.3.5 Pupils who were initially referred to the PRU via hospital medical route may, either following a period of assessment or once identified as requiring assessment, be transferred onto the roll of the Special School if it is decided that their needs can be best met through a longer-term placement via the Special School. In such cases the usual LA procedures will be followed and the appropriate consultation with parents and professionals will be completed in line with the SEND Code of Practice.

5.3.6 Where pupils are referred via the hospital medical route and Secondary placement panel this will be review with the home school and the local authority at regular intervals

5.3.7 Once a placement is agreed all pupils will attend a planned induction programme for up to 2 weeks. All new pupils receive an initial visit with parents/carers. They will usually enter on a part-time programme to facilitate a range of assessments and to ensure that the pupil's program can be best matched to individual need.

### **6. Exceptions:**

#### **6.1 Hospital/Medical Provision**

Hospital provision on the Childrens' wards at Derby Royal enables pupils between the ages of 5 and 16, with medical conditions receiving treatment through the hospital, to access

education as appropriate to their needs. Young people from both within Derby City and from other authorities may access this provision whilst they are in-patients. Following discharge, ongoing provision is generally only made for young people who are residents in Derby City.

## **7. Complaints Procedure**

Any complaints regarding this policy should be addressed using the schools complaints procedure