




Date approved	September 2024	Approved by	Executive Director
Review cycle	1 year	Signature	
Date for review	September 2025	Author	Headteacher

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 (2023) '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 the Bridge Street School

2. Principles

2.1 Bridge Street 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 Bridge Street School is 150 place, primary and secondary Pupil Referral Unit (PRU) for Derby City pupils who are permanently excluded and live in Derby City or have been referred by the mainstream school for an Alternative Provision place. This school can accept pupils from Key Stage 1 to Key Stage 4

3.2 All admissions to our schools are either supported by;

- the local authority and at their direction, through Secondary Placement Panel (SPP)

Or

- Commissioned directly via schools through the Director of Alternative Provision and Commissioning for the Respect Collaboration of Schools

4. Admissions Criteria

4.1 Pupils can only be admitted to Bridge Street School through the following routes;

- Permanently excluded from mainstream school (including sixth day provision)

- Risk of permanent exclusion, through the Fresh Start+ process (operated by Derby City Council)
- Directed to Alternative Provision by their current school (via Junction 16)
- Pupils positively referred for alternative provision on either a full-time or part-time basis through Junction 16
- A new admission 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 with identified Social Emotional and Mental Health Difficulties where placement at mainstream school has broken down and further assessment is required

4.2 The Respect Collaboration Schools reserves the right to educate pupils at the most appropriate school within its collaboration. The identified school will consult with parents to ensure their child's needs are best met as well as the pupil's mainstream school where necessary

4.3 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 up to the commissioned number.

4.4 Equalities

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

5. Application process and Referrals

5.1. All applications for places on the Bridge Street School roll will be managed centrally through the Respect Collaboration of Schools

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

5.3 Admissions to Bridge Street School is often challenging, all those involved with the pupil will be informed of the decisions from SPP and internal panels and a date for the admissions appointment will be arranged

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

5.5 Any referrals that fall outside of the admissions 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

5.6 Once a placement is agreed all pupils will attend a planned induction programme (known internally as 'the Gateway'). All new pupils have an opportunity for an induction 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 programme can be best matched to individual need

6. Escalation Routes

6.1 In circumstances where a school place is not offered, it is the responsibility of the Local Authority (LA) or home school, therefore Bridge Street School are unable to make any adjustments. Representation in these cases should be made to the appropriate organisation, these can be provided by Bridge Street School on request

6.2 Where placements are offered but not wanted/required by parents this should be raised with either the home school in cases of full time or part time alternative provision placements or the LA for permanent exclusions or other LA functions

6.3 Where there may be other concerns raised around the conduct of Bridge Street School or its staff this should be addressed through Respect Collaboration of Schools Complaints Policy