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Ethos Academy Trust

Evolve Academy Admissions Policy

October 23



Nurturing inclusive learning communities



1	Summary	Evolve Admissions Policy 2023			
2	Responsible person	Head Teacher			
3	Accountable ELT member	CEO			
4	Applies to	All Staff			
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)	Wakefield LA			
7	Ratifying committee(s) and date of final approval	Trust Board			
8	Version	1.2			
9	Available on	Every	Y	Trust Website Academy Website Staff Portal	N Y N
10	Related documents (if applicable)				
11	Disseminated to	All Staff			
12	Date of implementation (when shared)	October 2023			
13	Date of next formal review	October 2024			
14	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
15/09/22	1.1	Policy revision	New admissions policy for Evolve Academy
28/09/23	1.2	Policy revision	Changes to the names of key staff to include Executive Headteacher, Head of School and Executive SENDCO. All other parts of the Policy remain unchanged.

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Terms of Reference

- i. This policy has been written for all Evolve Academy stakeholders: staff; pupils; parents / carers; referring professionals and trustees. All staff should have a working knowledge of this policy.
- ii. A copy of this policy is available electronically on the school website.
- iii. Relevant Statutory guidance (DFE), circulars, legislation and other sources of information are:

Exclusion guidance 2022:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101498/Suspension_and_Permanent_Exclusion_from_maintained_schools_academies_and_pupil_referral_units_in_England_including_pupil_movement.pdf

School attendance 2022:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1076127/School_attendance_guidance_May-2022_.pdf

Mental health & Behaviour in school 2018:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069687/Mental_health_and_behaviour_in_schools.pdf

Guidance to Schools On the use of Reduced Timetables:

<https://www.tradedservices.wakefield.gov.uk/Page/18365>

Ensuring a good education for children who cannot attend school because of health needs:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/269469/health_needs_guidance_-_revised_may_2013_final.pdf

Wakefield Vision for Inclusion:

[Strengthening support for inclusion and the use of alternative provision in Wakefield — Isos Partnership](#)

This policy aims to provide a clear, transparent admissions process.

Introduction:

This policy covers admissions processes to Evolve Academy.

The LA commissions the above places with the priority around statutory responsibilities outlined in the links on page 3.

Evolve Academy Admission Routes

1. Permanent Exclusion

Following receipt of a permanent exclusion notification, Wakefield resident Key Stage 2 and 3 pupils receive education from Evolve Academy from Day 6 of their exclusion. Some pupils will receive a phased transition up to a period of two weeks to support with their integration into school. It is expected that pupils will be receiving a full-time educational offer by the end of the two-week transition period at the latest.

Pupils remain dual registered with the excluding school until 15 school days have passed since the parents were notified of the governing boards' decision to not reinstate the pupil and no application has been made for an independent review panel **or** the parents have stated in writing that they will not be applying for an independent review. The pupil is then single registered with Evolve Academy.

2. Turnaround Placement

Turnaround places can be requested at Evolve Academy through the Inclusion Panel process. Pupils are referred by the mainstream school for a time-limited placement to support their social, emotional and mental health needs, to enable them to re-engage successfully with their mainstream school. Pupils are dual-registered during their placement with the referring school being the 'main' and Evolve Academy being the 'subsidiary' setting.

The purpose of a turnaround placement is for Evolve Academy is to complement the mainstream school offer. The effectiveness of partnership working is paramount and referring schools are required to actively work with Evolve Academy to develop effective and sustainable learning strategies that meet the holistic needs of the pupil.

Please note: the referring mainstream school retains the responsibility for:

- starting and maintaining the EHCP; ensuring that referrals to Early Help, CIN or CP are made.

All pupils referred will be presenting high levels of social, emotional and / or mental health needs. They will already have received substantial support from within their mainstream schools (outlined within the Wakefield local offer - see link below).

[Homepage \(mylocaloffer.org\)](https://mylocaloffer.org)

Referral Process

Information about Wakefield Inclusion Processes and associated documentation can be found at:

<https://www.tradedservices.wakefield.gov.uk/Page/18365>

Guidance:


Schools wishing to refer a pupil to Evolve Academy will need to:

- Save the completed Request for Support form securely and send to the inclusion panel using Cryptshare.
- To submit via Cryptshare (<https://securemail.wakefield.gov.uk/Start?0>) - documents will need to be passed to a member of office staff who have a Cryptshare log in.
- Click on 'Provide' and add the recipients' email address then press 'Next'.
- Drag and drop the referral document into 'add files' and press 'next'.
- Enter password (email inclusion panel for this) and press 'next'.
- You can enter a description of the file or a comment in the 'Description' box.
- Click on 'Upload All Files' to send.

The referral panel meet monthly to consider pupil admissions to Evolve Academy. The panel is chaired by Jim Garbutt (Interim Service Manager: Alternative Provision).

All placement referrals will require the completion of the referral form and schools must ensure that pupils' CTF files are forwarded in advance of the agreed admission date.

APPENDIX 1: KEY STAGE 2 / KEY STAGE 3 ADMISSION OVERVIEW

Category	Initial Contact	Paperwork Required	Admissions Process
<p>Permanent exclusion</p>  <p>Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement Guidance for maintained schools, academies, and pupil referral units in England September 2022</p>	<p>Claire Hammerson – Manager for the School Exclusion Team and Education Welfare Service Tel: 01924 307319 chammerson@wakefield.gov.uk</p> <p>Bernadette Lavin - Evolve Academy Family and Student Liaison Officer Tel: 01924 200752 blavin@eat.uk.com</p>	<p>PEX Notification form</p> <p>Permanent Exclusion letter to parent.</p> <p>Additional information:</p> <ul style="list-style-type: none"> • Attainment and progress (this could be the last school report). • Personal Development, Behaviour and Attitudes (this will vary within each school but might include personalised plans for the child (MSP/EHCP*), summary of behaviour to date, attendance data etc.) 	<p>Local Authority notify Evolve Academy of permanent exclusion.</p> <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Evolve Academy. 3. Start date agreed. 4. Baseline assessments undertaken. 5. My Support Plan updated. <p>Please note: Following a Day 6 placement, schools will provide legacy data to show the progress that has been made by pupils following reintegration. The expectation is that Evolve Academy will be able to obtain academic reports for the 3 terms following placement.</p>

*Evolve Academy recognises that in exceptional circumstances, in the absence of a more suitable alternative option, Day 6 provision may be required for a pupil with an EHCP. This would be on the basis of a short stay arrangement, up to a maximum of 12 weeks, during which all key partners will collaborate to identify the most suitable long-term educational placement for the pupil, leading to a carefully planned and appropriately supported transition.

Turnaround placement	Contacts: Nigel Hall – Deputy Head Teacher Tel: 01924 – 200752 nhall@eat.uk.com	Referral form https://www.eat.uk.com/about/single-point-referral-process/ My Support Plan (at least twice reviewed) ePEP (for CLA)	Mainstream school submit referral. Allocation of placement made by Inclusion Panel. Evolve Academy staff liaise directly with pupil's referring school regarding admission. <ol style="list-style-type: none"> 1. Planning meeting convened with pupil, parent / carer, school and any other professionals. 2. Parents and pupil visit Evolve Academy (supported by referring school staff). 3. Start date agreed, review meetings planned and exit date. 4. School staff visits planned. 5. Baseline assessments undertaken in Evolve Academy. 6. My Support Plan updated.
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