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Company Registration Number: 10745840 (England and Wales)

Elements Academy

# Admissions Policy

September  
2022

<b>1</b>	<b>Summary</b>	Elements Academy Admissions Policy			
<b>2</b>	<b>Responsible person</b>	Victoria Woodrow			
<b>3</b>	<b>Accountable ELT member</b>	Victoria Woodrow			
<b>4</b>	<b>Applies to</b>	Elements Academy			
<b>5</b>	<b>Trustees and/or individuals who have overseen development of this policy</b>	N/A			
<b>6</b>	<b>Headteachers/Service Heads who were consulted and have given approval (if applicable)</b>	N/A			
<b>7</b>	<b>Equality impact analysis completed</b>	<b>Policy Screened</b>	<b>Y/N</b>	<b>Template completed</b>	<b>Y/N</b>
<b>8</b>	<b>Ratifying committee(s) and date of final approval</b>	Trust Board			
<b>9</b>	<b>Version</b>	1.0			
<b>10</b>	<b>Available on</b>	<b>Every</b>	<b>Y/N</b>	<b>Trust Website</b>	<b>Y/N</b>
				<b>Academy Website</b>	<b>Y/N</b>
				<b>Staff Portal</b>	<b>Y/N</b>
<b>11</b>	<b>Related documents (if applicable)</b>				
<b>12</b>	<b>Disseminated to</b>	<input type="checkbox"/> Trustees <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Support Staff <input type="checkbox"/> Teaching Staff			
<b>13</b>	<b>Date of implementation (when shared)</b>	September 2022			
<b>14</b>	<b>Date of next formal review</b>	September 2023			
<b>15</b>	<b>Consulted with Recognised Trade Unions</b>	N/A			
<b>16</b>	<b>Adopted by Ethos Academy Trust following consultation</b>	N/A			

Date	Version	Action	Summary of changes
Sept 22	1.0		New Policy

## Contents

Section	Description	Page
1.	Admissions	3
2.	The Admissions Process	3
3.	Making an Informed Decision	4
4.	Expressing Preference	4
5.	The Academy's Formal Response to the Local Authority	4
6.	Formal Confirmation from the Local Authority	5
7.	Once a Child has Started at Elements Academy	5

# 1. Admissions

Elements Academy is a Special School for male and female students in KS2, KS3 and KS4. It is a specialist provision for students with Social Emotional Mental Health (SEMH).

**PAN Number:** Our school is registered for 135 students.

We are open to children of all religions and cultures. The school would expect that all students referred for admission would have severe or complex social, emotional, social needs. In addition, other students may have additional needs that are related to autism and mental health.

Admissions arrangements for disabled students may be found in our Accessibility Plan.

The only entry to the school is based on Local Authority referrals. Admission is via an Educational Health Care Plan (EHCP) in all but exceptional circumstances.

# 2. The Admissions Process

The admission process will:

- Be clearly outlined to prospective parents / carers which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally.
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family.
- Begin to establish the partnership with parents / carers and clarify expectations.
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings.
- Enable parents / carers to become confident partners in their child's education.
- Be sensitive to the needs of other pupils in the class and the resources available.
- Include close liaison with feeder schools where appropriate.
- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and where involved.

### 3. Making an informed decision - an opportunity to see our school in action

- If you wish to visit Elements Academy, please contact Debbie Gamwell Deputy Headteacher email [DGamwell@eat.uk.com](mailto:DGamwell@eat.uk.com) or call Elements Academy 01909 21223 we will be very pleased to show you our school in action and share our vision, values and expectations.

### 4. Expressing preference

- If you have a preference for our school, you must contact the local authority, who will consult with the school on your behalf.
- The local authority will consult with the school's admissions panel, before naming the school in your child's EHCP.

### 5. The Academy's Formal Response to the Local Authority

- In accordance with the Special Educational Needs Code of Practice 2001, the school will make a formal response to the local authority within 15 working days of the consultation date, unless the time period falls within a school holiday that is longer than two weeks.
- Due to the severe complexities of our potential students, we sometimes have to ask for extra information so that we can do the necessary risk assessment that will help us to decide whether we are the correct provision for your child. Our formal response to the local authority is dependent on how quickly we receive information from various agencies.
- If the school can meet the needs of your child, the school will forward to the local authority a formal response.
- The school then awaits a final response from the local authority.

## 6. Formal confirmation from the local authority that your child has a place at Elements Academy

- Once the school has received formal confirmation from the local authority that your child's placement in the school has been agreed, the school will send a letter of congratulation as well as an induction pack to you, the parents/carer.
- The start date, name of school site your child will attend and name of the staff member that will be looking after your child will be identified in the congratulatory letter.
- The letter will invite you to a formal meeting as part of the induction process.
- Please note that an adult with legal responsibility must be present at this initial meeting.
- A transition plan will then be discussed and plans will be put in place.
- Paperwork will be completed and where appropriate support will be given to apply for corporate transport for travel to and from Elements Academy (please note RMBC Corporate Transport will assess the application. Not all requests will be granted)

## 7. Once a child has started at Elements Academy

- Opportunities for close liaison between home and school will be maintained. On some occasions, Home Visits and or a link Family Support Worker may be appropriate.
- Liaison between home/school may also be via telephone or by making a time to meet with school staff and parents/carers in school.
- There will be Parents Evenings to enable parents/carers and teachers to meet and discuss the child's progress.
- Data progress information will be sent to parents/carers and a final end of year report will be available.

- An Annual Review is held within 12 months of the Education & Healthcare Plan being issued and thereafter annually.