



# Admissions Policy

Version: **March 2021**

Ratified by the Board of Trustees

Signed by the Board of Trustees

**Date: 17.03.2021**

To be reviewed annually

**Date: 17.03. 2022**

**Contents**

1. Introduction..... 3

2. Procedures and Protocol..... 3

3. Number of Planned Places: ..... 4

4. Changes..... 5

## 1. Introduction

- 1.1. Each Academy has its own admission authority and meets all the mandatory provisions determined by 'The School Admissions Code' and 'School Admissions Appeals Code' written by the Department for Education, both codes are available from [www.gov.uk/government/publications/](http://www.gov.uk/government/publications/)
- 1.2. Kingsbury Academy is commissioned by the Statutory Assessment and Review Team and further details are available from SEN Team, Friargate, Coventry, CV1 2GN or online at <https://www.coventry.gov.uk/localoffer>.
- 1.3. Calthorpe Academy is commissioned by SENAR and further details are available from SENAR, Directorate of Children, Young People and Families, P.O.Box 16289, Birmingham B2 2XN or online at <http://www.birmingham.gov.uk/localoffer>

## 2. Procedures and Protocol

- 2.1. From April 2018 all pupils admitted to the Academies will have an Education, Health Care plan (EHC) already in place, whether this be in draft or finalised format.
- 2.2. The Academies accepts pupils with a wide range of SEN, which includes Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Sensory Impairment and Autistic Spectrum Condition
- 2.3. On occasions requests are received from Local Authorities to take pupils as part of the Education, Health and Care plan (EHC) process on an assessment placement basis. This will be for a six-week period in the first instance and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the Academies
- 2.4. Occasionally the academy will be approached by other Local Authorities to take pupils whom it is viewed the Academies can meet the needs of outside of Local Authority. As an academy we reserve the right to judge whether the pupil's needs can be appropriately met at our setting.
- 2.5. Once this has been deemed as an appropriate setting, relevant care packages for the pupil will need to be agreed on before the pupil is able to be put on roll.
- 2.6. The board of trustees will receive formal requests for placements from the LA. The Academies will consider each case on individual merits to ensure the pupil's needs will be best met and that the Academy has the space, staffing and resources to accommodate the pupil within its existing operational organisation.

- 2.7. Parents/carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the Academy by prior appointment.
- 2.8. Academy staff may make visits to both the pupil's school and family. When appropriate, staff will be supported by medical colleagues and translators.
- 2.9. Once admission has been agreed by the Headteacher and/or SLT/ Heads of department the Academy may visit the new pupil in their existing placement.
- 2.10. The Academy may offer taster sessions prior to admission and is able to arrange phased entry into Academy life if applicable.
- 2.11. In common with other schools the Academies hosts transition sessions for pupils transferring between placements at end of key stages.
- 2.12. Parents are expected to complete admissions paperwork and transport applications prior to pupils start dates.
- 2.13. All pupils admitted to Academies must adhere to the Academy Attendance Policy and Academy Code of Conduct. Failure to do so may result in removing pupils from school roll.

### **3. Number of Planned Places:**

- 3.1. Kingsbury Academy for the academic year 2021/22 will be 84
- 3.2. Calthorpe Academy for the academic year 2020/21 will be 395

**4. Changes**

<b>Description</b>	<b>Date</b>	<b>Page</b>	<b>Section</b>
Inclusion of Kingsbury		3	1.2
Inclusion of Kingsbury		3	3.1