



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# ADMISSIONS POLICY

## Document Control

<b>This document has been approved for operation within:</b>	Coal Clough Academy
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## 1.0 INTRODUCTION

Coal Clough Academy provides Alternative Provision accessible to all schools within Lancashire offering bespoke opportunities across the Key Stages on both a part-time and full-time basis. We work closely with key stakeholders to ensure we provide quality provision tailored to the needs of our students. Our provision is also available for young people who are not in school and are therefore the responsibility of the local authority including CIOC from other authorities and will accept requests for admissions from neighbouring Local Authorities, dealing with each case on an individual basis.

Coal Clough Academy will provide education for:

- Students who are showing a level of disengagement from mainstream provision which is placing them at risk of exclusion
- Students with a statement of Special Educational Needs where Coal Clough Academy is named on their Education Health Care plan.
- Students causing significant concern in school which is affecting their progress and would benefit from alternative provision to re-engage them

The aim of Coal Clough Academy is to:

- Re-engage students with learning
- To secure an onward journey into mainstream education or specialist provision
- Secure good progress for learners in line with National expectations
- Reintegrate learners into mainstream education and or positive destinations at 16 (EET)

### Non-Statutory

These students can be referred to us by a mainstream school on an individual basis and for a variety of reasons but ultimately because they are not succeeding in school. The plan in most cases is for a student to then return to their own mainstream or have a managed move to a new mainstream setting arranged. However in Key Stage 4 it is sometimes deemed more appropriate that they remain at Coal Clough Academy to complete their GCSE qualifications.

For these students their mainstream school funds their place directly with Coal Clough Academy using the Age Weighted Pupil Unit Funding.

We currently offer 12 intervention places at Coal Clough Academy. However this number is flexible in terms of us meeting the capacity for the school of 140 places.

## 2.0 ADMISSION ARRANGEMENTS

Coal Clough Academy is an equal opportunities non-discriminatory school and therefore welcomes applications for admission of young people from diverse backgrounds and with varying needs. Each admission is considered on a case-by case basis to ensure that the pupils we admit are those who will benefit most from the education provision we offer. The school operates a fair, objective and transparent admissions system, which includes a complaints procedure (available on request).

Coal Clough Academy is currently commissioned by the Local Authority for 140 FTE places overall which is split across Key Stage 3 and Key Stage 4. Students will not be admitted above the published admission number unless exceptional circumstances apply. Coal Clough Academy cannot accept applications from parents.

Placements at Coal Clough Academy will be considered in the following ways:

- Admission applications made by the Local Authority for Permanent Excluded Pupils, New to the Area Pupils and Pupils requiring a short term placement for Medical Reasons.
- Admission applications made by maintained schools, special schools and Academies for short stay/part time access. The student will be dual registered with their referring school being the home school. The length of these placements will depend on the pupil's needs and will be subject to review
- N.B. With all the above, parental agreement/preference will be addressed. Coal Clough Academy recognises parental right to express an alternative preference at another school or Academy.

### **3.0 APPLICATION PROCESS**

Applications for places must be made by the referring school and on Coal Clough Academy official application form which is available on the website. Completed application forms should be sent back to Coal Clough Academy - [admissions@coalclough.org](mailto:admissions@coalclough.org)

If required, the following agencies may be invited to contribute about specific cases:

- Representative from Education Welfare Service
- Representative from Looked After Children Service
- Representative from Youth Offending Team
- Representative from Educational Psychology

Subject to its right of appeal to the Secretary of State in relation to a named student, the Academy Trust will admit all students with a statement of special educational needs naming Coal Clough Academy. Admission forms are available at [www.coalclough.org](http://www.coalclough.org).

### **4.0 ADMISSIONS CRITERIA**

In the case of oversubscription of applications, the Trustees will refer to these criteria in priority order:

- Young people with an EHCP of SEND.
- Looked after children including adopted children who were previously in care and children who leave care under a special guardianship or residence order.
- Young People who are permanently excluded from a mainstream school
- In the unlikely instance a decision cannot be reached using these criteria, the trustees will offer places to those whose needs would be best met by placement at Coal Clough Academy.

## 5.0 APPEALS

Admission Appeals arrangements are not statutory regarding AP schools. However, at Coal Clough Academy we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures.

Commissioners have the right of appeal against the refusal of a place at Coal Clough Academy. Commissioners wishing to appeal must follow the procedure contained within Coal Clough Academy's appeals procedure which is available on Coal Clough Academy's website or by request.

The Commissioner of any child who is refused a place at Coal Clough Academy has a right of appeal to an Independent Appeals Panel. The panel consists of three members, one of whom will be fully independent of the management and running of Coal Clough Academy. The panel will consider the circumstances of the case put before them. Both Coal Clough Academy and the Commissioner must abide by the decision it makes.

## 6.0 REINTEGRATION

In Key Stage 3/4, pupils who have been referred by their School will be referred for an initial 12 week full-time block with the possibility of extension depending on individual need. Reintegration will then be supported by staff across both settings; Coal Clough Academy and the referring school.

### Funding and Service Level Agreement

#### (As part of the Admission Process) Rationale

Written contracts, protocols, and partnership agreements between LAs and external providers need to be drawn up to ensure that minimum standards are met, and the safety and welfare of the young people attending Alternative Provision are assured. The process of contracting, and the terms used in written contracts and service level agreements with providers, will be clearly defined and easily understood by all those involved.

Clear systems for referral and information sharing will improve the decision making process. The following referral forms and assessments will avoid duplication and support a successful placement.

All referrals will require a commissioning agreement with personalised targets for the pupil. They will be set by the referring school in collaboration with Coal Clough Academy Admissions team. The personalised targets will support a pupil in the following areas:

- Behaviour & Attitudes
- Safeguarding
- Cognition and Learning
- Personal Development

### **Coal Clough Academy Admissions**

Coal Clough Academy has established a transparent commissioning protocol with clearly defined stages for collecting information to ensure a successful transition into Coal Clough Academy.

Coal Clough Academy recognises that not all students referred will necessarily thrive within the ethos and culture of the alternative provision offered and that for some young people other forms of provision will be more suitable. For this reason there will be a full induction offered on the basis of a temporary placement for six weeks so that the suitability of the placement can be assessed.

A firm commitment on behalf of the host school and / or local authority service to provide prior all existing and available student records, related academic performance data and statutory records, e.g. attainment at KS2 and KS3, attendance, behaviour, SEN, and reasons for exclusion.

On acceptance of the referral by Coal Clough Academy, the Commissioner will enter into a contractual arrangement with Coal Clough Academy to secure the placement.

### **Places Commissioned By local authorities and Schools**

Coal Clough Academy will work with the Local Authority and Schools to agree a number of pupil places for the following; permanently excluded, medical, SEND, vulnerable to exclusion and new to area pupils. This is reviewed annually and referred to in our Service Level Agreement with the Local Authority.

### **Types of Referrals**

High Level additional needs. (Including behaviour.) - Students who have shown disruptions around school or in class or present with barriers to their learning or engagement to education

SEND support - Students who are on the SEN register with barriers to learning that cannot access mainstream education

Have or in the process of a EHCP - Informing a Graduated Response towards a statutory assessment



## APPENDIX 1 – Transport to and from school

### Transport criteria

Pupils on a medical placement and pupils that have been permanently excluded from mainstream school will be provided with transport to and from Coal Clough Academy.

Pupils attending Coal Clough Academy on a respite place will be provided with transport to and from school however the **mainstream school** will arrange this and cover the costs. We advise for pupils at Coal Clough Academy that live less than 1.5 miles away from school not to be provided with transport. Pupils that live 1.5-3 miles away from school should be provided with a weekly bus pass/ taxi considered based on individual needs

### Emergency Transport

No emergency taxis will be provided by Coal Clough Academy. If a taxi is missed the parents/carers are responsible for arranging transport for the pupil.

In extreme circumstances if a Coal Clough staff member is available they will transport the pupil **home** in the school car if the taxi does not collect the pupil at home time.

Coal Clough staff will not be responsible for collecting pupils from home to bring them into school if the taxi is missed in the morning.

I have read and understood the transport regulations.

Parent/Carer Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_