

Admissions Policy

Date Approved:	15 March 2018
Approved By:	Trustees
Review Date:	July 2019

Impact Assessed	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Document Control

This document is issued, controlled and impact assessed by the Leadership Team.

The latest version of the procedure will be maintained on the School Website.

Scope and Context of the Alternative Provision

Endeavour Academy is an Alternative Provision Free School. Endeavour Academy was created in order to further support and complement the existing Alternative Education Provision of County Durham and the wider area.

Endeavour Academy will utilise a unique curriculum offer, coupling core curriculum in, maths, science, English and PSHE with an elective range of vocational courses, all of which offer meaningful progression routes and qualifications. The aim of Endeavour Academy is to improve the attainment, attendance, self-esteem, confidence, behaviour and self-regulation of its pupils. Endeavour Academy will provide pupils with opportunities to participate through innovative alternative delivery models that emphasise practical application of concepts, individual and team learning and recognition of achievement. Positive rewards will be utilised to support the development of an appropriate mindset to learning and to improve behaviour for learning. This approach will enable Endeavour Academy pupils to make progress both academically and personally and better prepare for future life, study and/or work.

The provision will consider referrals for young people from the County Durham and the wider region where school assessments and/or other supporting evidence clearly demonstrates that they would benefit from an alternative curriculum and in particular a vocationally based programme of study, due to their Social, Emotional and Mental Health (SEMH) needs.

Purpose

The purpose of this policy is to ensure that decisions to admit pupils are based on fair and transparent criteria, thereby guaranteeing fair and equal access is applied in regards to all applications for prospective pupils at Endeavour Academy. This enables the school to provide an educational provision that best serves the community in which it resides, by working in collaboration with its commissioning schools and local authorities.

Comment

Policy Statement

Admissions Number

For the 2018/19 academic year, the admissions number will be 25 with increases in the number of pupils on roll taking place as deemed appropriate by the school.

In order to maximise group stability, applications will only be considered at fixed points throughout the year according to need.

Pupils will be admitted into Endeavour Academy from commissioning schools or other relevant responsible bodies who will be in Year 10 at the start of the academic year. Referrals for year 11 pupils will only be accepted in exceptional circumstances and in close consultation with the commissioning school or local authority.

Application to join Endeavour Academy

Endeavour Academy aims to work with pupils who are experiencing SEMH difficulties, however the provision is not suitable for pupils who display violent or aggressive behaviours. It is likely that behaviours may manifest themselves as disruption, defiance, refusal to follow instructions, anxiety, self-harm, phobia or withdrawal.

Applications for places within the Endeavour Academy will be considered from:

- Mainstream schools and academies who have identified pupils at risk of disengagement due to SEMH needs including those with SEN support plans and an EHCP.
- Local Authority behaviour panels for those pupils at risk of disengagement from schools due to SEMH needs, including pupils with an EHCP.
- Endeavour Academy retain the right with regards to all commissioned places, to not offer, or retract an offer of, a place should they not be able to meet the needs of an individual by reasonable adjustment and that a place would not be in that child's best interests.

The process of application

- February / March 2018 – Referral forms sent to schools, academies and other relevant organisations including local authorities.
- April 2018 - Young people will be identified by their respective schools and fully completed forms returned to Endeavour for review. Should Endeavour academy believe they can fully meet the needs of that child the admissions process will be commenced.
- April – June 2018 - Interested young people, their parents and a school representative will be invited to participate in a meeting to discuss individual applications. Parents must agree the transfer. The guiding principle of placing the student at the heart of the decision-making process is extended to parents. An offer of a conditional place will not formally be made unless this meeting has taken place. A fully completed risk assessment for the young person

must be received before the interview so that any issues can be further explored at this meeting.

- Welcoming and transitioning events will enable pupils to learn more about their chosen route and receive further personalised guidance and support; at this stage they may wish to discuss alternative pathways to maximise opportunity for success and achievement.
- All young people will attend two taster days regardless of the time of year they apply to the school.
- All young people will be subject to a six-week probationary period commencing from their start point; should this be successful the commissioning school and Endeavour Academy will affect the transfer from the commissioning school roll to the roll of Endeavour Academy.
- The success criteria for acceptance will include; positive attendance and positive progress in relation to behaviour for learning and suitability of the provision to meet that child's needs. Pupils will remain on the commissioning schools roll until the end of the 6 week period and should not be removed unless a permanent place is offered in writing.
- Following enrolment all pupils will participate in the Endeavour Academy induction process, which includes personal guidance, support and progression planning.

How Places Are Offered

Endeavour Academy aims to work with pupils who are experiencing SEMH difficulties, however the provision is not suitable for pupils who display violent or aggressive behaviours. It is likely that behaviours will manifest themselves as disruption, defiance, refusal to follow instructions, anxiety, self-harm, phobia or withdrawal. The referral will be made when schools have exhausted all other available strategies.

Places will be offered to those young people whom Endeavour Academy considers will most benefit from a full time offer of vocational programmes of study combined with academic study. On receipt of a completed referral, the following key questions will form the basis for the next stages of the admission process:

- a) Are places available within Endeavour Academy in accordance with the admission numbers as detailed earlier in this policy?
- b) Has all documentation been received from the referring school, including risk assessment, SEN, safeguarding, academic and attendance data.
- c) Has at least one application meeting taken place with the pupils' parent and staff from the referring school, with the necessary initial advice and guidance being part of this meeting?
- d) Has the child attended the two set taster days and were they deemed to be successful?
- e) Can the Endeavour Academy meet the needs of the young person and is an offer of a place in the best interests of that child?
- f) Can the Endeavour Academy develop a suitable education pathway which will meet the needs of the referred student based upon the outcome of interview, taster days and evaluation of data held within the referral form?

If places are available and it is agreed that the needs of the student can be effectively met, an initial interview is arranged in which the prospective student, their parent / carer, a representative from the commissioning school and any relevant outside agencies are invited to attend.

The purpose of this meeting is to provide the opportunity for:

- The prospective student and parent / carer to be familiarised with the Endeavour Academy provision and its location.
- Any questions that the student or parent / carer may have to be answered and any concerns raised with commissioning schools.
- The Endeavour Academy curriculum, as well as expectations relating to behaviour are discussed and clarified for the student and their parent / carer.
- Clarification and confirmation that the young person will benefit from attending Endeavour Academy and can demonstrate some degree of commitment to participating with the programme.
- Dates for the two taster days are discussed and agreed along with a potential start date for the six-week trial should the taster days be successful.

Where parents / carers cannot attend they may be contacted by telephone and the meeting can still take place, with the member of staff from the commissioning school in attendance with the representative of the Endeavour Academy. Parental / carer endorsement in the form of a signed referral document will still be needed to progress the application.

Taster days

The purpose of the taster days is to allow the child to visit the provision during a school day, visit lessons, meet staff and view the environment and for the staff within the provision to meet the child, discuss their interests, gauge their behaviours and decide if they feel they can meet the individual needs of that young person.

The taster days will be of benefit to referring schools, County behavioural panels and especially the young person being referred. The aim is to ensure the students are placed correctly and to reduce the likelihood of an unsuccessful six-week trial.

Should everyone agree that the taster days were successful and the provision will be of benefit to the young person in question, we will then swiftly commence the 6 week trial process.

Oversubscription Criteria

Where there are more suitable applications for places than are available in any given year, a waiting list will be held and operated by the Headteacher. When a place does become available, and to ensure that vulnerable young people are offered a place in a timely manner, places will be prioritised to pupils based on the following criteria:

- *Looked after Children;*
- *Children who are homeless;*
- *Vulnerable children, i.e. where child protection procedures are on-going;*

- *Children who have been out of education for two months or more (where more than one child meets this criterion the period of time beyond two months will be used to prioritise any application). This criterion applies to those pupils who have absence greater than two months for non-medical reasons.*
- *Children with special educational needs, disabilities or medical conditions (but without a statement);*
- *Children who are young carers;*
- *Children of Gypsies, Roma, Travellers, refugees and asylum seekers;*

In considering the priority of applications for vacant places, the selection criteria will be as stated above, informed by an assessment matrix based upon the breadth of evidence recorded in the referral form.

Refusal of a Place at Endeavour

Where a place is not offered, parents and schools will be informed of the decision with reasons that refer to the allocation of places criteria above. Parents have the right to submit a complaint against the refusal of a place within the Endeavour Academy by following the school complaints procedure.

Monitoring Effectiveness

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the Trustees each term, along with advice on any implications, this may include feedback from commissioning schools, the LA and parents.

During their transition period, the progress of pupils who have been transferred to Endeavour Academy will be shared with their school of origin and the LA as both a matter of professional courtesy and an example of good practice.

Documents and Records

The referral form for initiating and informing transfers between commissioning schools and the Endeavour Academy is located in the appendix to this document.