

Admissions Policy

Adopted Date: 01/09/2023

Review Date: 01/09/2024

Equality and Inclusion Statement:

We include our equality statement in the beginning of all policies to emphasise our commitment to equality and inclusion.

At Apex Specialist Education we are committed to promoting equality of opportunity, eliminating discrimination and harassment, valuing diversity and promoting positive relationships. We provide an inclusive education which enables all pupils to develop their full potential meeting the requirements of the Equality Act 2010 and Special Educational Needs and Disability Code of Practice 2014.

At Apex Specialist Education, we believe that diversity is a strength which should be respected and celebrated by all those who learn, teach and visit us.

In line with the public sector equality duty (PSED) standards, Apex Specialist Education will have due regard to the need to:

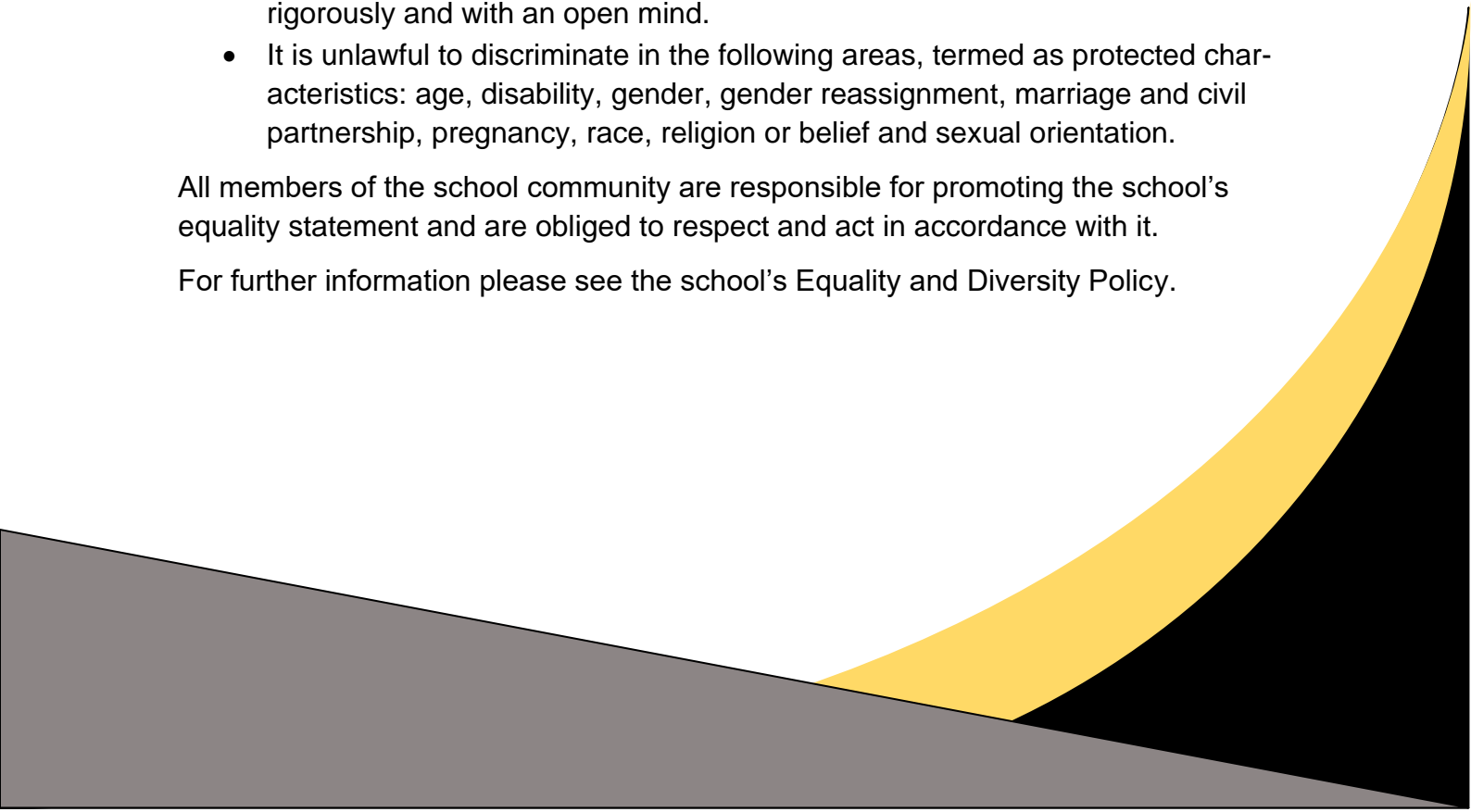
- Eliminate discrimination.
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- Foster good relations across all characteristics, between people who share a protected characteristic and people who do not share it.

In practice, due regard means that the governing board and the leadership team will:

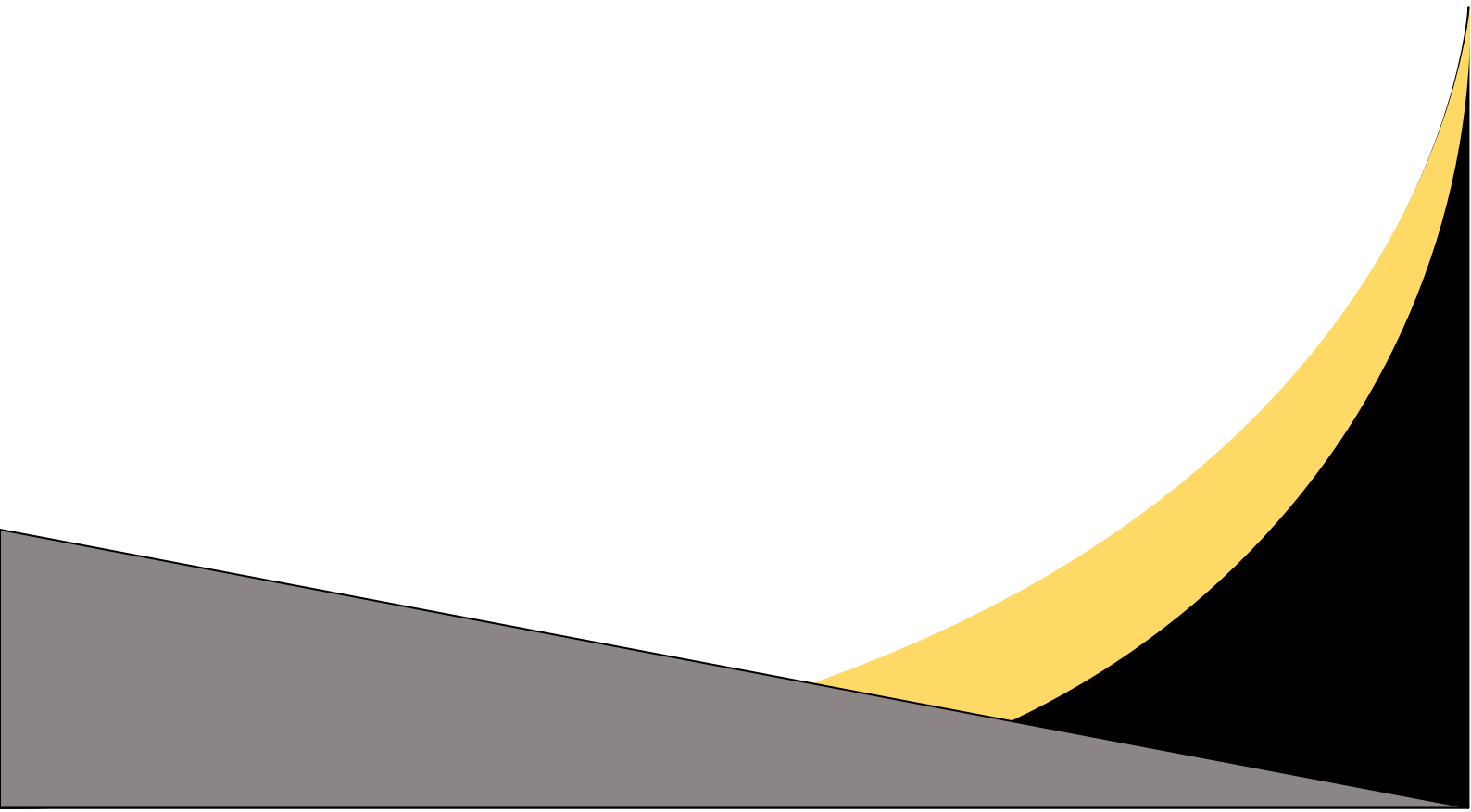
- Be aware of the duty to have due regard when making decisions or taking action and will assess whether it may have implications for people with particular protected characteristics.
- Consider equality implications before and at the time that they develop policies and take decisions, not as an afterthought and keep them under review on a continuing basis.
- Integrate PSED into the implementation of all school functions and ensure that the analysis necessary to comply with the duty is carried out seriously, rigorously and with an open mind.
- It is unlawful to discriminate in the following areas, termed as protected characteristics: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy, race, religion or belief and sexual orientation.

All members of the school community are responsible for promoting the school's equality statement and are obliged to respect and act in accordance with it.

For further information please see the school's Equality and Diversity Policy.



Contents:

1. Aims
 2. Legislation **and Statutory Requirements**
 3. How to Apply
 4. Apex Specialist Education will:
 5. Admissions Register
 6. Removal of Pupils
- 

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

This policy is in response to:

- [The Education Act 2011](#)
- [School Admissions Code](#) (updated September 2021)
- [The School Admissions \(Admission Arrangements and Co-ordination of Admission Arrangements\) \(England\) Regulations 2012](#)
- [Prevent Duty Guidance](#) – Published 2015, Updated April 2021
- [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges](#), (updated 2023)
- [The School Information \(England\) Regulation 2008](#)
- [The School Admissions \(England\) Amendment Regulations 2017](#)
- [The School Admissions \(England\) \(Coronavirus\) \(Appeals Arrangements\) \(Amendment\) Regulations 2020](#)
- [Section 41 listing](#)
- Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England).

3. How to Apply:

Apex Specialist Education, only accepts referrals from professional bodies; specifically schools and local authorities. Following an expression of intent to refer (which is welcomed at any point during the school year), the following process will take place:

- The referring party will be expected to complete a full Apex Specialist Education referral form/pack; this includes a risk assessment, and the submission of reports/paperwork, pertinent to the pupil's needs.
- Following a review from Apex Specialist Education, the school, pupil, and parent/carer will be invited to visit the school.
- During the visit the child or young person will have a tour of the school and meet the Headteacher and other members of staff as appropriate.
- Following a successful school visit, the pupil would be offered an admittance date, in line with the commissioning partner.
- A transition plan will be discussed, refined, and agreed through a pre-admittance meeting with all parties present.

4. Apex Specialist Education will:

- Publish statutory and useful information via the school's website, to ensure prospective pupils (and their support network) have sufficient information to understand the provision, and contact details.
- Ensure that the special educational needs outlined in the child/young person's Education, Health and Care Plan or other records can be met within the resources of the individual setting, or with the provision of additional resources.
- Ensure that any additional required resources can reasonably be provided.
- Ensure that pre admission school and home visits are carried out effectively.
- Ensure that post admission placement meetings are informed by up to date detailed assessment and information.
- Ensure that a post admission review takes place within twelve weeks. This meeting should endorse the placement and agree the details of an individual's Positive Behaviour Support Plan. All stakeholders should be invited to participate in this meeting.
- Ensure that an individual risk assessment is conducted where possible prior to admission or upon admission and is reviewed as part of the post admission review and regularly thereafter.
- Have in place a systematic approach for keeping admission records, in line with current legislation.
- Ensure that all relevant documentation (contracts, permissions etc.) have been signed by the appropriate Local Authority personnel/parent/guardian **prior** to admission of the child or young person.
- Collect information stating what needs to be in place before a new child/young person can be admitted.

5. Admissions Register

As set out in regulation 5 of the The Education (Pupil Registration)(England) Regulations 2006, Apex Specialist Education maintains an admissions register (with alphabetically ordered index) of all the pupils who attend the provision. It always contains the following information:

- Pupil number (UPNS)
- Full name
- Gender
- The name and address of every person known to the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and an emergency telephone number
- Day, month and year of birth
- Day, month and year of admission or readmission to the school
- Name and address of the school last attended, if any
- Leave date when applicable
- Leaving destination
- That when a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider
- That where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner

The admission register will be kept electronically, with physical backups made monthly.

6. Removal of Pupils

We will inform the relevant commissioning partner of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education
- Have ceased to attend school
- Have been certified by the school medical personnel as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age

- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded

The commissioning partner will be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

