



Admissions Policy

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| Signed Principal | Richard Cronin |
| Signed Chair of Governors | Sir John Jones |
| Sub-committee | Teaching, Learning & Care (TLC) |
| Next Review | September 2017 |

Introduction

Students arrive at Everton Free School and Sixth Form College through many different routes. The admissions process in an alternative provision context has to be flexible to accommodate the varying circumstances young people outside of mainstream education find themselves in. Some students are referred by agencies and local authorities and may become fully registered to Everton Free School and Sixth Form College. This is usually following a permanent exclusion. However, the majority of students are referred directly by other schools and academies and are dual registered.

Direct referrals can be made by schools or academies taking on the role of 'commissioner' and working with Everton Free School and Sixth Form College to ensure the best outcomes for individual students. Transition arrangements are designed to encourage incoming students to settle into the School confidently and quickly and to ensure their needs are identified and comprehensively met from the outset.

Related Documents

DFE Equality Guidance
Education (Pupil Registration) (England) Regulations

Admission Arrangements

To acquire a place at Everton Free School and Sixth Form College, applicants in KS3 and KS4 (aged at least 14) have to be referred by an educational establishment or local authority ("the Commissioner"). Everton Free School and Sixth Form College's Deputy Principal manages the referral process. Once a commissioner makes contact with Everton Free School and Sixth Form College, the Deputy Principal (or nominated representative) arranges for a discussion with the prospective student, an appropriate representative from the Commissioner and a parent/carer. A student referral form will be completed at this stage and the student placed on an initial induction plan which includes baseline testing in numeracy/literacy, signing a Partnership Pledge and agreeing to a timetable of study.

After the initial assessment, the Deputy Principal (or nominated representative) contacts the Commissioner and parent/carer with details of the student profile and a recommendation for next steps. In most cases, the student then starts a 6 week (half termly) programme of study customised and tailored to suit individual student needs. Depending on the type of placement (long-term/short-term, part-time/full-time), a Personal Student Profile (PSP) will set out a route which will lead to opportunities for students to have access to accredited examinations (either through Everton Free School and Sixth Form College or the Commissioning school). Places at Everton Free School and Sixth Form College are subject to on-going review. In exceptional circumstances, where the placement is deemed not in the best interests of the young person and/or other students, the commissioning agreement will be reviewed after the initial half term/ probationary period.

The views and wishes of young people and their families are an integral part of the referral process. Everton Free School and Sixth Form College also admits students who do not currently attend school or are at risk of being excluded, along with those who have a SEN statement or an Educational Health Care Plan (EHCP) naming Everton Free School and Sixth Form College and where the School can meet those SEN.

All referrals lead to an annual commission/ contract between Everton Free School and Sixth Form College and the Commissioner. The contracts usually run from September to July but, where there are available places, students can be referred to take up a placement at the beginning of any of the 3 school terms on a pro rata basis.

Although many students will be dual registered in KS4, Everton Free School and Sixth Form College will take responsibility for the progress of each student referred, including entry to formal examinations where appropriate, in consultation with the Commissioner.

The 'top-up' cost depends on the level of need and is agreed and paid termly in advance. All additional funding (for example free school meals and pupil premium where applicable) must follow individual students. This is agreed through discussions with Everton Free School and Sixth Form College's Deputy Principal and the Commissioner.

In some cases (and where places are available), informal referrals from a Commissioner (usually more short-term and part-time) can be made and support can be provided to respond specifically to an individual student's circumstances and specific needs at the time of the referral. Students referred this way cannot be guaranteed entry to formal examinations with Everton Free School and Sixth Form College. This will be considered on a case by case basis through discussions with Everton Free School and Sixth Form College's Deputy Principal. In some cases local transfer arrangements may allow for trial periods up to 12 weeks, particularly if the student in question has stopped attending their "home" school or is deemed to be a persistent absentee or has become 'de-schooled'.

Oversubscription

The School will support a maximum of 120 students aged 14-16 at any one time. If at any time referrals exceed the number of places available at Everton Free School and Sixth Form College, first priority will be granted to Looked After Children who have individual needs and SEN students with specific educational needs and/or statements, then to students with exceptional social/medical needs. Next, Everton Free School and Sixth Form College will engage with commissioners to prioritise and admit those with the greatest individual needs that are best suited to the support that the School offers at that time.

Post 16 Admissions

Everton Free School and Sixth Form College and Sixth Form College admits external post 16 students during Year 12. These students may self-refer or be referred by an agency specialising in post 16 placements or through a discussion with their predecessor school. Although the School is a 14-19 Free School, some post 16 students will have been referred previously during KS3 and 4 and have progressed to post 16 as a natural continuum.

Definitions

Looked After Child & Previously Looked After Child

A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989). A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

Exceptional Social /Medical Need

The term 'exceptional social/medical need' means that the child's and/or parent's health and/or welfare would be best served if they attended the Everton Free School and Sixth Form College. Parents would need to provide evidence in the form of a letter or report from a doctor, social worker or other professional in the area of children's health or welfare to support their case. Parents would have to establish that the Everton Free School and Sixth Form College is the best or only school to serve their child's and/or parent's needs. Parents would also need to state why other schools could not provide the appropriate support. The Governing Body of the Everton Free School and Sixth Form College will consider applications under this criteria and where necessary seek independent advice from professionals concerned with children's health and welfare.

Objections

Consultation and discretion from Everton Free School and Sixth Form College's Deputy Principal, when offering (or not) a place, will usually be through mutual agreement Commissioner during the referral process. However, in exceptional cases where agreement cannot be reached, **the Commissioner** should write to the Principal outlining reasons supporting the referral and any supporting documentation. The Principal will consider this and reply within 28 days, stating the School's position. If a place is not granted after that process, the Commissioner may make a final appeal and request a review from the Governing body. A final appeal should be put in writing to the Chair of Governors via the school. Cases will then be heard by at least 3 Governors (including the Chair) within 28 days of the final appeal being received and final outcomes notified within 5 working days of the hearing. Further objections will be referred to the EFA.

In cases of SEN referrals where Everton Free School and Sixth Form College is proposed to be named as the preferred School in the SEN statement or EHCP, the statutory processes set out in Annex C of the Funding Agreement or the Children & Families Act 2014 (for EHCPs) will be adhered to.

Monitoring, Evaluation and Review

The Principal will report the effectiveness of all policies as a regular feature of the termly updates to governors. It is expected that governors will challenge the School to ensure policies are relevant, up to date and implemented appropriately and consistently. This reporting will be informed through monitoring and evaluation on a regular basis by the Senior Team. Views of stakeholders will also be sought through on-going consultation events, questionnaires, team meetings, training and informal discussion. The review of policies will be embedded within the School's self-evaluation process and will be related to the strategic development plans of the School. The review cycle will ensure that every policy is checked at least once in a 2 year period.

The effective monitoring of policies will involve each member of the Senior Leadership Team being allocated specific responsibility for reporting back the monitoring, evaluation and review of certain policies. This policy is allocated to the **Principal, Richard Cronin**.