

Admissions Policy and Procedures

September 2020

Next Review Date: August 2021

“Supporting schools to identify suitable educational pathways due to applied assessment rather than a consequence to negative behaviour”.

All admissions are planned and are accompanied by sufficient completed assessment to deem the placement able to meet the needs of the student. The full referral form shown at the end of this policy will be completed for each pupil who requires a place within Pivot Academy.

All documentation from the placing authority will be complete and received by Pivot Academy prior to the admission and all relevant information shared and agreed, such as missing pupil protocol, past criminal actions and level of violence.

The student will be offered introductory visits to Pivot Academy and will be involved, along with the placing authority and family if appropriate, in the timescales for placement and visits required. Pivot Academy, together with the student’s parents/careers, will ensure that the student has received all the necessary information about Pivot Academy before admission and is encouraged to ask questions and express their views about the placement.

We will ensure that we allocate a mentor for the student prior to admission. They will be involved in the integration arrangements. The student will also receive a second mentor who will work alongside the first to ensure availability as far as possible within the staff cross site working and holidays. We will also ensure as far as possible that the student is consulted about the choice of mentor(s).

The needs of all students will be assessed prior to admission and a more detailed assessment completed over the first three months of their stay. On admission, a clear baseline is taken to ensure staff and the students are aware of their current level of need in the following areas:

- *Social and emotional profiling*
- *Behaviour*
- *Academic ability*
- *Mental health*
- *Physical ability*
- *Health needs*
- *Diet*
- *Risk assessment*
- *Career aspirations*

When it has been agreed with all relevant parties that the student's placement has come to an end, staff will work with the student and other relevant people and agencies, including any foster parents, family members or new placement providers, in order to ensure the transition is in the best interests of the student and that the student and future educators are supported to ensure a positive outcome. The agreed arrangements and actions will be included in a plan.

Pivot Academy will continue to assist with any integration and will continue contact with the new carers and student as agreed with all parties. We also encourage more informal, longer term contact such as visits and phone calls.

In the referral process below, there is a section to ensure that looked after children are supported and that the LA virtual school is included. Finally, there is the referral form that all referring schools must complete (Appendix A).

The individual needs of the child will be constantly reassessed during their time at Pivot Academy including their placement on roll (Appendix B) and their targets to establish an appropriate pathway.

The intention of this policy and the attached procedures is to ensure that from the outset all students will be thoroughly supported to ensure that they are directed to a suitable pathway, educational program or re-entry to mainstream.

APPENDIX A

PIVOT ACADEMY – STUDENT REFERRAL FORM

Welcome to Pivot Academy. We opened in November 2018 as an Independent school with the aim of supporting young people who find mainstream education challenging. Our objectives are to address education barriers, re-engage with learning and support our young people in their individual pathways to employment, apprenticeship or further education.

Section 1: Referring School	
Current School	
Named School Contact	
School Address	
Tel. No. and extension if applicable	
Email	

Section 2: Student Details	
Name	
Date of Birth	
Current School Year	
UPN No	
Gender	
Ethnicity	
Address	
Tel. No.	
Does this young person agree with the referral?	

Section 3: Parent/ Carer details

Name

Relationship to Student

Address if different from student

Tel.No.

Does this person have parental responsibility?

Other useful details

Names and relationship of any other significant members of the family

EMERGENCY contact details of another family member / close friend. Name, address and phone number.

Has parent/ carer been contacted and do they agree with this referral?

Section 4: Social Information / Supporting Agencies

	YES/NO in all cases, if 'YES' please provide details
LAC/CLA	
Eligible for Free School Meals	
Eligible for Pupil Premium	
Traveller Child	
Teenage Parent	

<p>Is the student open to social care?</p> <p>Do the students have a CAF Or, an Early Health Plan</p> <p>YOT involvement</p> <p>Police involvement</p> <p>CAMHs involvement</p> <p>OTHER?</p>	
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Section 5: Safeguarding / Child Protection

<p>Are there any details or issues you feel we need to be made aware of?</p>	<p>YES/NO</p> <p>in all cases, if 'YES' please provide details</p>
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Section 6: Student Medical information

<p>Medical – please provide details of medication, dosage, administration etc.</p> <p>Known Allergies</p>	
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<p>Dietary Requirements</p> <p>Accessibility Issues</p>	
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Section 7: Academic Profile – prior attainment & current National Curriculum level/Teacher Assessment. Where possible give dates of assessment.

	KS2	KS3	KS4
English/Literacy			
Maths/Numeracy			
Reading Age			
Spelling Age			
CAT Scores			
Examination Entries			

Section 8: Behaviour and Attendance

<p>Current Attendance %</p> <p>Authorised Absence %</p> <p>Date of last Attendance at school</p> <p>Fixed Term Exclusion History</p> <p>Permanent Exclusion History</p> <p>Previous Secondary School(s) with dates</p>	
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Is a Risk Assessment in place	
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Section 9: Risk Identification – leave blank if unknown				
	Never	Rarely	Sometimes	Often
Physical risk / injury to self (e.g. wall punching)				
Physical harm to other students				
Physical harm to school staff				
Harms animals				
Verbally aggressive / violent to other students				
Verbally aggressive / violent to staff				
Verbally abusive (including racial, sexual)				
Inappropriate sexual behaviour				
Makes allegations against staff				
Loss of temper resulting in 'red mist'				
Arson – committed or attempted				
Unpredictable behaviour				
Threats made with weapons (e.g. scissors)				
Has been found in possession of an offensive weapon				
Throws items at others (e.g. pens, chairs)				
Damage to property including graffiti and vandalism				
Persistent disruption in lessons				
Use of illicit substance(s)				
Absconding on own				
Absconding with others				
Climber (roof, trees, fences)				

Theft (smaller items e.g. pens)				
Theft (significant items e.g. staff purse)				
Persistent defiance				
Refusal to follow instructions				
Gang Affiliation				
At risk of sexual exploitation				
Physical intervention required occasionally				
Physical intervention required often				
Transport issues				
Other – please state				

Section 10: SEND	
SEND Register	Yes / No
EHCP	Yes / No
Primary Need	
Secondary Need	
Tertiary Need	
Is there a specific diagnosis? (e.g. ASD, ADHD, OCD, Dyslexia)	

Section 11: Reason for Referral – please be specific

Section 12: Please attach the following if available:

- EHCP
- My Support Plan
- Early Health Plan
- LAC/CLA, CiN, CP information (dates of last/ next reviews). If LAC/CLA the last PEP targets
- IEP
- Risk assessment
- Any appropriate information from Section - Social Information / Supporting Agencies
- Any appropriate information from Safeguarding / Child Protection

Thank you for taking the time to complete this referral. This information will help us to put in place the relevant support required.

Please return this form to:

Anne Forbes

School Administrator

- Phone: 01484 766350
- Address: Pivot, Rawfolds Way, Spen Valley Industrial Park, Cleckheaton, BD19 5LJ
- Website: www.pivot-group.uk
- Email: anne.forbes@pivotacademy.co.uk

APPENDIX B

Pupil's roll

If the child is in year 11 The Pivot Academy LS East will consider and make an informed decision about whose school roll the pupil should be on. This is to enable consistency and a sense of belonging for the pupil.

The legal position regarding deletion of pupils from rolls is outlined below for information.

2006 No. 1751 EDUCATION, ENGLAND The Education (Pupil Registration) (England) Regulations 2006

Deletions from Admission Register 8

The following are prescribed as the grounds on which the name of a pupil of compulsory school age shall be deleted from the admission register—

(b) except where it has been agreed by the proprietor that the pupil should be registered at more than one school, that he has been registered as a pupil at another school;

(c) where a pupil is registered at more than one school, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion;

In order for the pupil to come on to the roll of The Pivot Academy LS East and be deleted from their current school the following criterion must apply:

Process of acceptance on to the roll of The Pivot Academy LS East

The acceptance and transfer of roll will follow this process:

1. At the point of admission into the PIVOT Academy LS East a pathway plan will be developed to establish needs of the student. This will be shared with the pupil and parent/carers.
2. A second review of the pathway plan will be completed within (Add timescales). At this stage it will be formally noted if it is appropriate to explore a transference of roll. Once again this will be shared with the student and the parent/carers. The referring school will also be consulted and all views will be captured on the record of the meeting.
3. If all parties are in agreement that it is in the pupils best interest to move on to the PIVOT Role the child will become dual rolled.
4. A meeting will be held with pupil, parent/carers, Pivot school representative, referring school representative and other associated professionals who may have been involved with the pupil i.e. SENCO, Educational Psychologist etc. At this meeting a discussion about the advantages and disadvantages of changing school roll and will be held and everyone's view will be recorded.
5. If **all parties** are in agreement, relevant paperwork will be signed and the pupil will be solely on the roll of The Pivot Academy LS East.

Please note that this process will be completed on an individual basis and **must have** the agreement of **all parties** that it is in the **best interests** of the child.

This process will only take place for those students that are in Year 11 and have been with the school for the minimum period of one term

OR

Y10 Students who have been with us for a minimum period of one term and will be returning to the PIVOT Academy in Year 11.

Document written and agreed by Governors on

Process to be reviewed in 12 months.