Admissions Policy
2026 - 2028

‘Because Children Deserve Better’

A Placement at Pivot should always arise from a process that identifies Pivot as an appropriate and positive choice and best meets the needs of the Learner.

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1. Aims

This policy aims to:

- Explain how to apply for a place at Pivot
- Set out the school's arrangements for the consultation process
- Provide clear guidance for allocating places
- Share the policies we use to set these procedures

2. Range of provision

The Pivot Academies (Leeds and Kirklees) are two independent registered schools for learners who require a specialist placement. Kirklees is an all through school from KS1 up to an including Post 16. Leeds offers KS3 and KS4 places. The schools provide bespoke placements with a high level of support and specialist services for their learners to secure long term successful pathways.

Our schools work with children who have Educational Health Care plans with a range of primary needs including Social, Emotional and Mental Health Needs, Autism, Emotional School Based Avoidance or other trauma related needs.

Pivot schools are registered as independent schools and are inspected by the Independent Schools Inspectorate (ISI).

3. 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 2022
- Working Together to Improve School Attendance 2024

This policy complies with our funding agreement and articles of association.

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012The following documentation is also related to this policy:
- School Admissions Code (DfE)

- School Admissions Appeals Code (DfE)

We as an Academy community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

4. Definitions

Children Looked-after (CLA) are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5. How to apply

A placement can only be considered by receiving a consultation from a Local Authority Special Educational Needs team requesting consideration of a learner for admission Pivot cannot accept a consultation or referral from a parent/carer.

- Parents/Carers are encouraged to visit Pivot school at the earliest opportunity, preferably before the completion of a statutory assessment, the draft of the Education, Health and Care Plan or Annual Review meeting. The focus of the visit is for the parent/carer to view the school to see if they feel it is a suitable option for their child. The school does not comment on the appropriateness of the provision for the child at this point and would only make a formal response if a formal consultation/referral was made by the Local Authority..
- If asked, staff from Pivot may attend an Annual Review at the learner's existing school.
- If a place is available and everyone is in agreement on the suitability of the consultation, staff from Pivot may visit the home or school setting to observe the learner and liaise with staff/parents/carers who may have additional knowledge of the child. After the consultation process is completed, a decision will be made as to whether a place can be offered, and a formal response will be sent to the Local Authority (LA)..
- If the Admissions team including the Head teacher decides the school cannot meet the child's needs the authority is advised of the reasons for this decision. The Local Authority would share the 'offer of a place' or the reasons for 'not offering a place' directly with the Parents/Carers. Pivot do not share this information with Parent/Carers.
- The Local Authority will look at all response letters from the providers they have consulted with before taking to a Local Authority decision panel meeting to discuss 'best fit' and

make their final decision of where they will place the learner. A Parent/carer can at this stage choose not to accept the offer of a place at Pivot if they have multiple offers.

- Before a learner can be registered at Pivot, the Parent/Carer must have accepted the offer, either by agreeing to the on-roll date or by the learner attending on that date. The Local Authority communicates the accepted offer with Pivot on behalf of the Parent/Carer.
- Once the placement and funding has been agreed, a start date will be proposed and agreed between the Local Authority and Pivot.
- The Local Authority arranges transport in accordance with its own Home to School Transport policy. This is typically after the parent/carer has made the application.
- Pivot staff hold an induction meeting to complete the Pivot Data Collection Pack with the learner and their Parent/Carer. This includes all the necessary information Pivot require before starting a placement including; consents, medical information forms and home/school agreements which need to be signed prior to the on-roll date. It is also designed to make sure that the learner and their families understand and agree to Pivot's policies and practice.
- A transition plan will be agreed with the parent/carers appropriate to the individual child to support their transfer to Pivot. This may include:
  - Keep in touch visits prior to on roll date
  - Further communications with schools, parent/carers and other agencies

  3–6-week standard transition plan after on roll date
- Throughout the admissions procedure, education staff, and the senior leadership team communicate internally to share as much information as required in preparation of the on-roll date.

6. Attendance responsibilities

An admissions register will be kept by Pivot Academy containing specific personal details of every learner in school in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Registers are legal records, and all schools must preserve every entry for 6 years from the date the data was entered.

Pivot academy work together with Parent/Carers to ensure that the guidance from 'Working together to improve school attendance 19th August 2024' is followed. It is the Parent/Carers responsibility to inform school of any changes at home.

7. Request for admissions outside of normal age group

Parents/Carers are entitled to request a place for their child outside of their normal age group. Permission to do this would have to be obtain from the Local Authority prior to the consultation. Pivot would consider the request through the regular consultation process.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional

- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views
- The Local Authority views

They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 8. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

8. Allocation of places

Selection and banding

Pivot have a range of provision which sets out the areas of expertise we have in our schools and the curriculum we can offer for learner's with SEMH, Autism, EBSA and other special educational needs.

When thinking about offering a place, Pivot must consider the provision, placement matching, and the needs of the child being consulted with. Pivot strive to have small class groups and this is also a factor when offering placements at Pivot.

Oversubscription criteria

Pivot will inform the Local Authority during the consultation period if they are oversubscribed. The Local Authority cannot place any additional learners with Pivot without consent from the Head Teacher.

If the school is not oversubscribed, the consultation process would take place (as above) and only offers of a place from Pivot would be considered by the Local Authority.

If the school receives more applications than the number of places it has available, if Pivot felt they could meet need and offer a place, they would be added to a waiting list until an alternative place was found by the Local Authority or a place at Pivot became available.

Priority will not be given to learners because they have been on the waiting list the longest. It will be given to the learner that fits the cohort where the place became available.

Pivot does not have a highest priority list; it is based on need and current place availability. Pivot's oversubscription criteria **does not** disadvantage unfairly, either directly or indirectly:

- Children from a particular social or racial group
- Children with special educational needs (SEN) or a disability
- Children with any social/ medical needs

9. Review of placement

Annual reviews take place to ensure all outcomes are being met in the EHC Plan. Pivot work very hard to make sure that the needs of the learner are being met. On occasions, where Pivot can no longer meet need, every possible action will be followed to support the learner and the family to find a suitable alternative provision which will usually results in a different

provision, specialist or mainstream, will be named on the plan. Pivot Academy will communicate closely with the Local Authorities and the Parent/Carers throughout the whole process.

10. In year admissions

Local Authorities and schools can apply for a place for a child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Applications for in-year admissions should be sent to the following email address: admissions@pivot-group.co.uk

Local Authorities will be notified of the outcome of their in-year consultation in writing within 15 school days as per SEN Code of Practice 2014.

11. Placement funding

The Local Authorities commissioning places at Pivot Academy will be responsible for funding each individual placement.

Pivot are members of the White Rose Framework. It is an expectation that any Local Authoirty who is part of the White Rose Framework will place learners onto the framework at the point of the commissioned place.

12. Linked policies

This policy should be read in conjunction with:

- Parent and Carer Complaints Policy
- Safeguarding and Child Protection Policies
- Keeping Children Safe in Education Guidance
- Attendance Policy