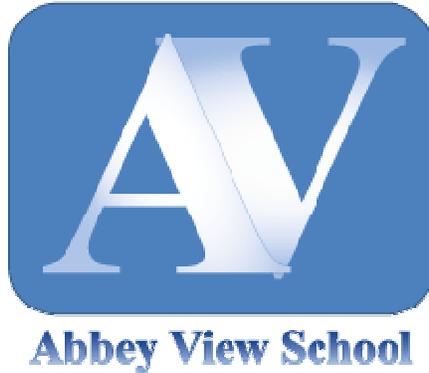


Policy: Admission Policy

Date approved: 9th March 2020

Approved by: Full Governing Body

Date to be reviewed by: 9th March 2022



Abbey View School Admissions Policy

Introduction

Abbey View School is an Alternative Provision Free School, which caters principally for students of compulsory school age who may not otherwise receive suitable education. The academy offers high quality alternative provision for students who are at risk of permanent exclusion, until they reach the end of compulsory school age, for a specific period of time (a turnaround placement) or until they are able to be re-integrated to mainstream education. As an Alternative Provision, the admissions arrangements differ from those of mainstream schools and are set within this policy.

Abbey View School has a published admissions number of 40 full time equivalent places. Students will be admitted into Year 7, 8, 9, 10 and 11 without reference to ability or aptitude, where places are available.

Application to Abbey View School

Applications for places at Abbey view school will only originate from mainstream schools or academies. They may refer students at risk of permanent exclusion or students who they feel would benefit from their education being directed to the School (section 29 of the Education Act 2002).

When a school wishes to refer a student to Abbey View School, the Referral Form must be completed in full and sent to the school office manager. The referral form covers;

- ~ Prior academic attainment
- ~ Grade/Level the student is currently working at
- ~ Current subjects and course being studied, along with current performance and relevant accreditation details

- ~ Special educational needs and relevant interventions accessed by the student
- ~ Outside agencies that are involved with the family
- ~ Attendance and punctuality data
- ~ Reason for the referral
- ~ Key risks and preventative measures
- ~ Needs and desired outcomes for the student
- ~ A vulnerability checklist

Due to Abbey View School being an Alternative Provision Free School, parents/guardians are unable to refer directly to us. We can only accept students through referral as it is the referring school or the local authority that pays the cost of the placement. The vast majority of students at Abbey View School are dual-registered which means that whilst at Abbey View School they remain also on the roll of their mainstream school.

Referral forms are scrutinised by the Principal to ensure students being referred will have every possible chance to succeed. If the Principal is satisfied that the needs of the student can be met then a place at the school is offered.

The majority of places are allocated to schools that commission places based on the previous year's numbers. After the schools have confirmed their places any additional places are offered to any remaining school that has expressed an interest or the local authority.

Any additional places left will be available to schools and the local authority on an individual student basis if it is agreed that the needs of the student can be met effectively at Abbey View School. These places are reviewed fortnightly.

Any student that is referred to Abbey View School will have an admission meeting whereby a combination of the student, parent/carer, a representative from the commissioning school and any relevant outside agencies are invited to attend.

This meeting provides the opportunity for:

- ~ The student and parent/carer to be familiarised with the organisation and physical structure of the school.
- ~ Any questions that the student or parent/carer may have to be answered and any concerns raised with commissioning schools;
- ~ The Home Academy Agreement and Behaviour Expectations to be discussed and signed by the student and parent/carer.

~ Start dates to be discussed and agreed

All placements have two week reviews for the first eight weeks. Then every four weeks. If ~~all~~ going well+review conversations can be made over the phone.