

Policy Status:	Statutory
Review Cycle:	1 years
Policy Reference:	

Change History	Author	Changes Summary
22/08/16	A Ball	Initial Version

Contents Page:

Admissions Policy

1. Introduction	3
2. Purpose	3
3. Relationship to Other Policies	3
4. Context of the School	3
5. Published Admissions Number	4
6. Application to the School	4
7. How Places Are Offered	4-5
8. Oversubscription Criteria	5
9. Appeals	5
10. Monitoring Effectiveness	5

Status - Statutory

1. Introduction

Manchester Settlement School is an Independent Alternative Provision School, which caters principally for students of compulsory school age who may not otherwise receive suitable education. The school offers high quality alternative provision for permanently excluded students and those 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.

The school works as a partner to funded schools and academies who purchase programmes of education for their pupils.

2. Purpose

The purpose of this policy is to ensure that decisions to admit students are based on fair and transparent criteria, therefore guaranteeing fair and equal access is applied in regards to all applications for prospective students at the school. This enables the school to provide an educational provision that best serves the community in which it resides, by working in collaboration with commissioning schools.

3. Context of the School

The aim of the school is to improve the attainment, behaviour, attendance, self-esteem and confidence of its students. The school will provide students with opportunities to participate through alternative delivery models, which will enable them to re-engage with positive activities, whilst continuing to extend their learning.

The school caters principally for students who meet the following criteria:

- a) Students in mainstream education who are at risk of permanent exclusion, who have received a range of interventions and referrals, a range of external agency support.
- b) Students in mainstream or special educational need schooling where it is deemed that the small environment and concentrated curriculum at Manchester Settlement is an appropriate learning pathway.

4. Voluntary Admissions Number

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

5. Application to the School

Applications for places at Manchester Settlement School will originate from a number of sources:

- Direct from local authorities – permanently excluded students or those at risk of permanent exclusion from schools may be referred under section 10 of the Education Act 1996.

- Mainstream schools and academies may refer permanently excluded students (section 19 of the Education Act 1996), 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 commissioner wishes to refer a student to the school, the Referral Form must be completed in full and sent to the Headteacher. The referral form covers;

- prior academic attainment
- target grades
- 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
- a record of significant behaviour incidents, including exclusions
- details of any incidents of aggression that could pose a risk to the student themselves or others.

Due to the school being an Alternative Provision School, parents/guardians are unable to refer directly to us. We can only accept students through referral as it is the referring school who picks up the cost of the placement.

6. How Places Are Offered

On receipt of a completed referral, the following key questions will form the basis for the next stages of the admission process:

- a) "Are places available at the school in accordance with published admission numbers as detailed earlier in this policy?"
- b) "Can the school provide a suitable education through the efficient use of resources to meet the needs of the referred student?"

Referral forms are scrutinised carefully by the whole of the school's Senior Leadership Team to ensure students being referred will have every possible chance to succeed.

If places are available and it is agreed that the needs of the student can be effectively met, an integration meeting is arranged, 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, through tours and introductions to key staff;
- Any questions that the student or parent/carer may have to be answered and any concerns raised with commissioning schools;
- The Home School Agreement and Behaviour Expectations to be discussed and signed by the student and parent/carer;

- Completion of a Strength and Difficulties Questionnaire to identify additional interventions.
- Start dates to be discussed and agreed.

7. Oversubscription Criteria

Where there are more applications for places than are available, a waiting list will be held and operated by the school. When a place does become available, and to ensure that vulnerable young people are offered a school place as soon as possible, places will be prioritised to students based on the following criteria:

- I. Looked after Children;
- II. Children who are homeless;
- III. Vulnerable children, i.e. where child protection procedures are on-going;
- IV. Children who have been out of education for two months or more (where more than one child meets this criterion the period of time beyond two months will be used to prioritise any application);
- V. Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- VI. Children with unsupportive family backgrounds for whom a place has not been sought;
- VII. Children with special educational needs, disabilities or medical conditions (but without a statement);
- VIII. Children who are young carers;
- IX. Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- X. Length of time out of education.

8. Appeals

Commissioners have the right to appeal against the refusal of a place at the school should they apply and be denied. Commissioners wishing to appeal must contact the school to establish the correct procedure, as per the school's Complaints Policy.

10. Monitoring Effectiveness

The number of students on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from commissioners and parents.