



ADMISSIONS POLICY

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Appendix 1 The Placement Request Form

FINAL

1. Introduction

The purpose of this policy is to ensure that the Ascent Academies' Trust (the Trust) fulfils its statutory obligations with regards to pupil admissions. The Trust is the admissions authority for each of the academies within the multi academy trust:

- Ash Trees Academy (Stockton Local Authority)
- Barbara Priestman Academy (Sunderland Local Authority)
- Hope Wood Academy (Durham Local Authority)
- Mowbray Academy (North Yorkshire Local Authority)
- Portland Academy (Sunderland Local Authority)
- Springwater Academy (North Yorkshire Local Authority)

All of the academies within the Ascent Academies' Trust are Special Academies.

This policy is relevant to all Trustees, colleagues, parents, carers, children, young people and Local Authority representatives who are involved in the admission of a young person to one of the above academies.

The Trust aims to ensure that children and young people are admitted to each academy on the basis that the provision will be suitable to the age, aptitude, ability and needs of the individual pupil or student.

The procedures outlined in this policy are intended to allow the Trust the fullest discussion and assessment of individual pupils and students where a request for a place has been received. The Trust will work in partnership with Local Authorities, parents and carers to assess the suitability of pupils and students for a place within one of the academies.

Admission Criteria

All admissions of children/young people admitted to one of our academies will have been at the request of a Local Authority to ensure that admission is appropriate to age, aptitude and ability and is seen as efficient and effective use of resources. Parents and carers are welcome to visit any of the academies and can be provided with information about the academy, but we cannot proceed with an admission without Local Authority support.

Admissions Coordinator

Each academy has a named admissions coordinator, who should be contacted for enquiries and further information.

Ash Trees Academy – Lauren Banks, lbanks@ascenttrust.org

Barbara Priestman Academy – Graeme Musson, gmusson@ascenttrust.org

Hope Wood Academy – Anne Marshall, anmarshall@ascenttrust.org

Mowbray Academy – Katie Oliver, koliver@ascenttrust.org

Portland Academy – Steve Murphy, smurphy@ascenttrust.org

Springwater Academy – Louise Fitzsimmons, lfitzsimmons@springwater.n-yorks.sch.uk

This policy should be read in conjunction with the following Trust policies and with individual academy procedures as appropriate.

- Each academies' supplemental funding agreements and Schedule <http://www.ascenttrust.org/welcome/finance/fundingagreements/>
- SEND policy
- Relevant Legislation
- SEND Code of Practice January 2015
- Equality Act 2010
- DfE Academy Admission Guidance <https://www.gov.uk/guidance/academyadmissions>
- Data Protection Act 2018

This policy will be reviewed annually, and amendments can only be made following the approval of the Board of Trustees

This policy applies to the Trust and to all individual academies. This policy should be read by all colleagues involved in admissions and transition arrangements.

Instances of non-compliance with this policy will be reviewed by the Executive Leadership Team and may be reported to the Chief Executive.

Department for Education Statutory Guidance 'Children Missing Education' September 2016 (the Guidance)

The Trust wishes to highlight that its academies will take steps to ensure that they adhere to responsibilities placed on schools under the Guidance. One particular duty (point 16) is that schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity

2. Ash Trees Academy

Introduction

Ash Trees Academy caters for young people aged 3 to 11 with severe or profound and multiple learning difficulties. (See Supplemental Funding Agreement Dec 2014 pg3 and clause 1H and variation to funding agreement April 2021). The Academy is based over 3 sites, Bowes Road (mainly KS2 pupils, Rievaulx site (mainly KS1 pupils and EYFS) and an inclusion base (satellite provision) at Billingham South Primary School that offers up to 10 places (included in overall numbers)

Permanent admission to Ash Trees Academy is by way of an Education Health and Care Plan. Parents may make representations for a placement at Ash Trees Academy. Ash

Trees Academy may also admit pupils for short term assessment placements whilst consideration is made as to whether the pupils should have a Plan drawn up.

The Local Authority where the pupil resides is responsible for writing the Education Health and Care plan and retains responsibility for deciding whether to name Ash Trees Academy as the pupil's school, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Ash Trees Academy prior to naming it in a child's Plan. Once Ash Trees Academy is named the academy is under a legal duty to admit the child.

Admissions to Ash Trees Academy are usually for full-time placements. If a place becomes available mid-year, Ash Trees Academy will consult with the LA and match the place to a child with appropriate SEND.

Admissions coordinator

The named admissions coordinator is Lauren Banks, Acting Head of Academy.

Admissions Criteria

Ash Trees Academy ensures that special educational provision is made at the academy for one or more categories of SEND. These categories may include but are not limited to Severe Learning Difficulties (SLD) and Profound and Multiple Learning Difficulties (PMLD).

Children are admitted to Ash Trees Academy because they have SEND in Cognition and Learning plus one or more of the following areas.

- Communication and interaction
- Sensory and/or physical needs

Pupils will be admitted to Ash Trees Academy where their difficulty presents the main barrier to learning, there is significant multi-professional evidence to that effect and the academy can meet the requirements as set out in the EHC Plan (as applicable). Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas then their admission shall be reasonable. Where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning then admission is not reasonable.

Admission is always to Ash Trees Academy as a whole, not to an individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior academy staff. Teaching and learning strategies for pupils will be decided by the academy, in consultation with parents and other professionals.

The academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children and no reasonable steps can be made to secure compatibility. This will apply in individual circumstances, following an assessment by the academy of potential impact of admission, and it will apply where the agreed and preferred maximum number of students in any one class is exceeded. Those maximum numbers will change depending on the needs of the current population.

Ash Trees Academy will not accept an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs (SEN) of the child or young person or the attendance of the child or young person at Ash Trees Academy would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis) or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

Pupils without an EHC Plan

Only in exceptional circumstances will Ash Trees Academy admit pupils who do not have an EHC Plan which names the academy.

These circumstances are as follows:

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA, the Trust and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA and the Trust.
- Where the Trust is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.
- The placement should not exceed 20 weeks.

Admissions process

Prior to a placement being confirmed:

- Parents/carers are encouraged to make an informal visit to the academy. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parents/carers may visit the academy with or without their child, are given a tour of the academy and receive a prospectus/information pack. They may be accompanied by a key professional or a friend.
- Parents/carers may wish to indicate to their child's current school staff their views of Ash Trees Academy as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- A colleague from Ash Trees Academy may, with consent, visit the child in their current provision or arrange a home visit.
- Pupil papers are sent to the education department from the child's current placement for a decision/view on a referral to Ash Trees Academy.
- A Placement Request Form (see Appendix 1) may be sent to the parents/carers if further information is required during the consultation phase. This can be completed alongside the current education provision.
- After consideration of the papers in consultation with appropriate staff Ash Trees Academy agree the place is appropriate and confirm place to the Local Authority or notify the Local Authority that they feel unable to meet the pupil's needs with

clear reasons for this action or say yes “in principle” but state that a place is currently unavailable at that time

Once the Academy has been named

Once Ash Trees Academy is named in an EHC Plan, the academy must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence. In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of Ash Trees Academy at the child or young person’s annual review meeting, visits to their current school and visits to Ash Trees Academy. All parents or carers or professionals are encouraged to visit Ash Trees Academy by appointment with a member of the leadership team. Ash Trees Academy will give careful consideration as to the best class placement for the pupil. Decisions will be based on the circumstances of each case and in the best interests of the child concerned. Ash Trees Academy will take into account:

- The views of the parents
- The child’s academic, social and emotional development
- Where relevant, the child’s medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Head of Academy

Statement on admissions

Ash Trees Academy will abide by the provisions in relation to admissions contained in the Supplemental Funding Agreement for Ash Trees Academy dated December 2014 (<http://www.ascenttrust.org/welcome/finance/fundingagreements/>)

3. Barbara Priestman Academy

Introduction

Barbara Priestman Academy caters for young people aged 11-19 who have Autism and/or complex needs. (See Supplemental Funding Agreement Dec 2014 pg3 and clause 1H and variation to funding agreement November 2019). Barbara Priestman students are based on 2 sites, a main site for KS3 and 4 on Meadowside and a 6th form provision based within Monkwearmouth Academy.

Students should have a diagnosis of autism. Young people with needs or barriers to learning consistent or similar to a young person with autism are also accepted. Primary need from the EHCP should relate to Communication and Interaction or Cognition and Learning. Young people should be working significantly below their age-related expectations in Year 7. Typically, young people in Year 7 should be working no higher than the expectations for National Curriculum Year 2 in English and mathematics. Every student has an Education Health and Care plan (EHC plan). The student’s EHC plan is central to the education offered and determines the level of support or any specific therapies such as speech and language therapy or occupational therapy. Many students are diagnosed with other conditions such as ADHD, OCD and learning difficulties. Whilst students with additional needs are catered for, their primary need is autism.

Permanent admission to Barbara Priestman Academy is by way of an Education Health and Care plan. Parents may make representations for a placement at Barbara Priestman Academy. Barbara Priestman Academy may also admit student for short term assessment placements whilst consideration is made as to whether the students should have an Education Health Care Plan drawn up.

The Local Authority where the student resides is responsible for writing the Education Health and Care plan and retains responsibility for deciding whether to name Barbara Priestman Academy as the student's school, based on the individual needs of the student and any representations made by parents. The Local Authority is required to consult with Barbara Priestman Academy prior to naming it in a student's Education Health Care Plan. Once Barbara Priestman Academy is named, the academy is under a legal duty to admit the child.

Admissions coordinator

The named admissions coordinator is Graeme Musson, Head of Academy.

Admissions Criteria

Barbara Priestman Academy ensures that special educational provision is made at the academy for one or more categories of SEND. These categories may include but are not limited to Autism and Complex Learning Needs.

Young people will be admitted to Barbara Priestman Academy where their difficulty presents the main barrier to learning, there is significant multi-professional evidence to that effect and the academy can meet the requirements as set out in the EHC Plan (as applicable). Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas then their admission would be reasonable. Where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning then admission is not reasonable.

Admission is always to Barbara Priestman Academy as a whole, not to individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior academy staff, in consultation with parents. Teaching and learning strategies for pupils will be decided by the academy, in consultation with parents and other professionals.

The academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children and no reasonable steps can be made to secure compatibility. This will apply in individual circumstances, following an assessment by the academy of potential impact of admission, and it will apply where the agreed and preferred maximum number of students in any one class is exceeded. Those maximum numbers will change depending on the needs of the current population.

Barbara Priestman Academy will not accept an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs (SEN) of the child or young person or the attendance of the child or young person at Barbara Priestman Academy would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis) or the efficient use of resources. Efficient

education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

Pupils without an EHC Plan

Only in exceptional circumstances will Barbara Priestman Academy admit pupils who do not have an EHC Plan which names the academy.

These circumstances are as follows.

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA, the Trust and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA and the Trust.
- Where the Trust is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.
- The placement should not exceed 20 weeks.

Admissions Process

Prior to a placement being confirmed:

- Parents/carers are encouraged to make an informal visit to the academy. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parents/carers may visit the academy with or without their child, are given a tour of the academy and receive a prospectus/information pack. They may be accompanied by a key professional or a friend.
- Parents/carers may wish to indicate to their child's current school staff their views of as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- A colleague from Barbara Priestman Academy may, with consent, visit the child in their current provision or arrange a home visit.
- Pupil papers are sent to the education department from the child's current placement for a decision/view on a referral to Barbara Priestman Academy.
- A Placement Request Form (see Appendix 1) may be sent to the parents/carers if further information is required during the consultation phase. This can be completed alongside the current education provision.
- After consideration of the papers in consultation with appropriate staff Barbara Priestman Academy agree the place is appropriate and confirm place to the Local Authority or notify pupil services that they feel unable to meet the student's needs with clear reasons for this action **or** say yes "in principle" but state that a place is currently unavailable at that time

Once the Academy has been named

Once Barbara Priestman Academy is named in an EHC Plan, Barbara Priestman Academy must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence. In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of Barbara Priestman Academy at the child or young person's annual review meeting, visits to their current school and visits to Barbara Priestman Academy.

Pupils admitted at the start of Year 7 are eligible to attend a minimum of two days transition into classes in the summer term and to attend a summer school with other new pupils (where appropriate). All parents or carers or professionals are encouraged to visit Barbara Priestman Academy on one of the scheduled open sessions. Other visits are available by direct appointment with a member of the senior leadership team. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Barbara Priestman Academy will make decisions based on the circumstances of each case and in the best interests of the child concerned.

Barbara Priestman Academy will take into account:

- The views of the parents
- The child's academic, social and emotional development
- Where relevant, the child's medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Head of Academy.

Statement on Admissions

Barbara Priestman Academy will abide by the provisions in relation to admissions contained in the Supplemental Funding Agreement for Barbara Priestman Academy dated December 2014

(<http://www.ascenttrust.org/welcome/finance/fundingagreements/>)

4. Hope Wood Academy

Introduction

Hope Wood Academy caters for young people aged 2 to 19 with a range of learning difficulties. (See Supplemental Funding Agreement Dec 2014 pg3 and clause 1H and Schedule 2 Variation April 2021). Hope Wood academy has 3 sites, with a 4th opening January 2026.

Hope Wood @ Easington (all key stages expect 6th Form)

Hope Wood @ Eden Hill (Sixth Form site)

Hope Wood @ Horden (A primary site due to open Spring 2026)

Hope Wood @ Peterlee (A primary satellite provision situated on the site of Howletch Lane Primary School)

Permanent admission to Hope Wood Academy is by way of an Education Health and Care plan. Parents may make representations for a placement at Hope Wood Academy. Hope Wood Academy may also admit a pupil for short term assessment placements whilst consideration is made as to whether the pupils should have a Plan drawn up.

The Local Authority where the pupil resides is responsible for writing the Education Health and Care plan and retains responsibility for deciding whether to name Hope Wood Academy as the pupil's school, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Hope Wood Academy prior to naming it in a child's Plan. Once Hope Wood Academy is named the academy is under a legal duty to admit the child.

Currently Durham Local Authority commissions 225 places at Hope Wood Academy.

Admissions to Hope Wood Academy are usually for full-time placements with the exception of nursery places for very young children (Year N-2 and Year N-1) with Profound and Multiple Learning Difficulties. These children are usually offered part time places until they reach Reception age.

Admissions to the Hope Wood @ Eden Hill (Post-16 provision for young people with complex and additional needs) are usually made as part of an on-going transitions process which starts during Year 9. If a place becomes available mid-year, Hope Wood Academy will consult with the LA and match the place to a child with appropriate SEND.

Admissions coordinator

The named admissions coordinator is Anne Marshall, Deputy Head of Academy.

Admissions criteria

Hope Wood Academy ensures that special education provision is made for one or more categories of SEND. These categories may include, but are not limited to, Autism, Moderate Learning Difficulty (MLD), Specific Learning Difficulty (SpLD), Hearing Impairment (HI), Speech Language and Communication Needs (SLCN), Severe Learning Difficulty (SLD) and Profound and Multiple Learning Difficulty (PMLD).

Young people will be admitted to Hope Wood Academy where their difficulty presents the main barrier to learning, there is significant multi-professional evidence to that effect, and the academy can meet the requirements as set out in the EHC Plan. Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas then their admission shall be reasonable. Where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning then admission is not reasonable.

Admission is always to Hope Wood Academy as a whole, not to individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior academy staff, in consultation with parents. Teaching and learning strategies for pupils will be decided by the academy, in consultation with parents and other professionals.

The academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children and no reasonable steps can be made to secure compatibility. This will apply in individual circumstances, following an assessment by the academy of potential impact of admission, and it will apply where the agreed and preferred maximum number of students in any one class is exceeded. Those maximum numbers will change depending on the needs of the current population.

Hope Wood Academy will not accept an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs and disabilities (SEND) of the child or young person or the attendance of the child or young person at Hope Wood Academy would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day to-day basis) or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

Pupils without an EHC Plan

Only in exceptional circumstances will Hope Wood Academy admit pupils who do not have an EHC Plan which names the academy.

These circumstances are as follows.

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA, the Trust and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA and the Trust.
- Where the Trust is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.
- The placement should not exceed 20 weeks.

Admissions process - Prior to a placement being confirmed

- Parents/carers are encouraged to make an informal visit to the academy. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parents/carers may visit the academy with or without their child, are given a tour of the academy and receive a prospectus/information pack. They may be accompanied by a key professional or a friend.
- Parents/carers may wish to indicate to their child's current school staff their views of Hope Wood Academy as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- A colleague from Hope Wood Academy may, with consent, visit the child in their current provision or arrange a home visit.

- Pupil papers are sent to the education department from the child's current placement for a decision/view on a referral to Hope Wood Academy.
- A Placement Request Form (see Appendix 1) may be sent to the parents/carers if further information is required during the consultation phase. This can be completed alongside the current education provision.
- After consideration of the papers in consultation with appropriate staff Hope Wood Academy agree the place is appropriate and confirm place to the Local Authority or notify pupil services that they feel unable to meet the pupil's needs with clear reasons for this action **or** say yes "in principle" but state that a place is currently unavailable at that time

Once the Academy has been named

Once Hope Wood Academy is named in an EHC Plan, Hope Wood Academy must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence. In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of Hope Wood Academy at the child or young person's annual review meeting, visits to their current school and visits to Hope Wood Academy. Pupils admitted at the start of Year 7 are eligible to attend a minimum of two days' transition into classes in July. All parents or carers or professionals are encouraged to visit Hope Wood Academy on one of the scheduled open sessions. Other visits are available by direct appointment with a member of the senior leadership team.

Hope Wood will give careful consideration as to the best class placement for the pupil. Decisions will be based on the circumstances of each case and in the best interests of the child concerned. Hope Wood Academy will take into account:

- The views of the parents
- The child's academic, social and emotional development
- Where relevant, the child's medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Head of Academy.

Statement on admissions

Hope Wood Academy will abide by the provisions in relation to admissions contained in the Supplemental Funding Agreement for Hope Wood Academy dated December 2014 (<http://www.ascenttrust.org/welcome/finance/fundingagreements/>) and within the Schedule 2 Variation Schedule.

5. Mowbray Academy

Introduction

Mowbray Academy caters for young people aged 2 to 16 with a range of learning difficulties. Mowbray Academy has 2 sites, a site in Bedale for children 2-16 years and a site in Ripon for pupils 2 – 11 years.

Admission to Mowbray Academy is by way of an Education Health and Care plan sent through by local authorities. Mowbray Academy may also admit a pupil for short term assessment placements whilst consideration is made as to whether the pupil should have a Plan drawn up.

The Local Authority where the pupil resides is responsible for writing the Education Health and Care plan and retains responsibility for deciding whether to name Mowbray Academy as the pupil's school, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Mowbray Academy prior to naming it in a child's Plan. Once Mowbray Academy is named the academy is under a legal duty to admit the child.

North Yorkshire Local Authority commissions 316 places at Mowbray Academy.

Admissions to Mowbray Academy are usually for full-time placements.

Admissions coordinator

The named admissions coordinator is Katie Oliver, Head of Academy.

Admissions criteria

Mowbray Academy ensures that special education provision is made for one or more categories of SEND. These categories may include:

- MLD - Moderate Learning Difficulty
- SLD - Severe Learning Difficulty

Pupils will be admitted to Mowbray Academy where their difficulty presents the main barrier to learning, there is significant multi-professional evidence to that effect, and the academy can meet the requirements as set out in the EHC Plan. Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas then their admission shall be reasonable. Where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning then admission is not reasonable.

Admission is always to Mowbray Academy as a whole, not to site, individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior academy staff, in consultation with parents. Teaching and learning strategies for pupils will be decided by the academy, in consultation with parents and other professionals.

The academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children and no reasonable steps can be made to secure compatibility. This will apply in individual circumstances, following an assessment by the academy of potential impact of admission, and it will apply where the agreed and preferred maximum number of students in any one class is exceeded. Those maximum numbers will change depending on the needs of the current population.

Mowbray Academy will not accept an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs and disabilities (SEND) of the child or young person or the attendance of the child or young person. Mowbray Academy would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a

regular day to-day basis) or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

Pupils without an EHC Plan

Only in exceptional circumstances will Mowbray Academy admit pupils who do not have an EHC Plan which names the academy.

These circumstances are as follows.

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA, the Trust and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA and the Trust.
- Where the Trust is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.
- The placement should not exceed 20 weeks.

Admissions process - Prior to a placement being confirmed

- Parents/carers are encouraged to make an informal visit to the academy. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parents/carers may visit the academy with or without their child, are given a tour of the academy. They may be accompanied by a key professional or a friend.
- Parents/carers may wish to indicate to their child's current school staff their views of Mowbray Academy as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- A colleague from Barbara Priestman Academy may, with consent, visit the child in their current provision or arrange a home visit.
- Pupil papers are sent to the education department from the child's current placement for a decision/view on a referral to Mowbray Academy.
- A Placement Request Form (see Appendix 1) may be sent to the parents/carers if further information is required during the consultation phase. This can be completed alongside the current education provision.
- After consideration of the papers in consultation with appropriate staff Mowbray Academy agree the place is appropriate and confirm place to the Local Authority **or** notify pupil services that they feel unable to meet the pupil's needs with clear reasons for this action **or** say yes "in principle" but state that a place is currently unavailable at that time

Once the Academy has been named

Once Mowbray Academy is named in an EHC Plan, Mowbray Academy must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence.

In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of Mowbray Academy at the child or young person's annual review meeting, visits to their current school and visits to Mowbray Academy. All parents or carers or professionals are encouraged to visit Mowbray Academy available by direct appointment with a member of the senior leadership team.

Mowbray will give careful consideration as to the best class placement for the pupil.

Decisions will be based on the circumstances of each case and in the best interests of the child concerned. Mowbray Academy will take into account:

- The views of the parents
- The child's academic, social and emotional development
- Where relevant, the child's medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Head of Academy.

Statement on admissions

Mowbray Academy will abide by the provisions in relation to admissions contained in the Supplemental Funding Agreement for Mowbray Academy dated December 2014 (<http://www.ascentrust.org/welcome/finance/fundingagreements/>) and within the Schedule 2 Variation Schedule.

6. Portland Academy

Introduction

Portland Academy caters for young people aged 11-19 with severe or profound and multiple learning difficulties. (See Supplemental Funding Agreement Dec 2014 pg3 and clause 1 Hand variation to funding agreement April 2021).

Permanent admission to Portland Academy is by way of an Education Health and Care plan. Parents may make representations for a placement at Portland Academy. Portland may also admit pupils for short term assessment placements whilst consideration is made as to whether the pupils should have a Plan drawn up.

The Local Authority where the pupil resides is responsible for writing the Education Health and Care plan and retains responsibility for deciding whether to name Portland Academy as the pupil's school, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Portland Academy prior to naming it in a child's Plan. Once Portland Academy is named the academy is under a legal duty to admit the child.

Admissions coordinator

The named admissions coordinator is Steve Murphy, Head of Academy.

Admissions Criteria

The Trust must ensure special educational provision is made at the academy for one or more categories of SEN. These categories may include but are not limited to Profound Multiple Learning Disability (PMLD) and Severe Learning Difficulty (SLD).

Pupils will be admitted to Portland Academy where their difficulty presents the main barrier to learning, there is significant multi-professional evidence to that effect and the academy can meet the requirements as set out in the EHC Plan (as applicable). Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas then their admission shall be considered to be reasonable. Where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning then admission is not reasonable.

Admission is always to Portland Academy as a whole, not to individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior academy staff, in consultation with parents. Teaching and learning strategies for pupils will be decided by the academy, in consultation with parents and other professionals.

The academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children and no reasonable steps can be made to secure compatibility. This will apply in individual circumstances, following an assessment by the academy of potential impact of admission, and it will apply where the agreed and preferred maximum number of students in any one class is exceeded. Those maximum numbers will change depending on the needs of the current population.

Portland Academy will not accept an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs and disabilities (SEND) of the child or young person or the attendance of the child or young person at Portland Academy would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis) or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

Pupils without an EHC Plan

Only in exceptional circumstances will Portland Academy admit pupils who do not have an EHC Plan which names the academy. These circumstances are as follows.

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA, the Trust and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA and the Trust.
- Where the Trust is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.
- The placement should not exceed 20 weeks.

Admissions Process

Prior to a placement being confirmed:

- Parents/carers are encouraged to make an informal visit to the academy. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parents/carers may visit the academy with or without their child, are given a tour of the academy and receive a prospectus/information pack. They may be accompanied by a key professional or a friend.
- Parents/carers may wish to indicate to their child's current school staff their views of as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- A colleague from Barbara Priestman Academy may, with consent, visit the child in their current provision or arrange a home visit.
- Pupil papers are sent to the education department from the child's current placement for a decision/view on a referral to Portland Academy.
- A Placement Request Form (see Appendix 1) may be sent to the parents/carers if further information is required during the consultation phase. This can be completed alongside the current education provision.

After consideration of the papers in consultation with appropriate staff Portland Academy agree the place is appropriate and confirm place to the Local Authority or notify pupil services that they feel unable to meet the pupil's needs with clear reasons for this action **or** say yes "in principle" but state that a place is currently unavailable at that time

Once the Academy has been named

Once Portland Academy is named in an EHC Plan, Portland Academy must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence. In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of Portland Academy at the child or young person's annual review meeting, visits to their current school and visits to Portland Academy. Pupils admitted at the start of Year 7 are eligible to attend a minimum of two days' transition into classes in July. All parents or carers or professionals are encouraged to visit Portland Academy on one of the scheduled open sessions. Other visits are available by direct appointment with a member of the senior leadership team. Portland Academy will give careful consideration as to the best class placement for the pupil.

Decisions will be based on the circumstances of each case and in the best interests of the child concerned. Portland Academy will take into account:

- The views of the parents
- The child's academic, social and emotional development
- Where relevant, the child's medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Head of Academy.

Statement on admission

Portland Academy will abide by the provisions in relation to admissions contained in the Supplemental Funding Agreement for Portland Academy dated December 2014 (<http://www.ascenttrust.org/welcome/finance/funding-agreements/>)

7. Springwater Academy

Introduction

The purpose of this policy is to ensure that all Academy places are allocated and offered in an open and fair way.

Admission to Academy is by way of an Education, Health and Care Plan (EHC Plan) or where a pupil is currently undergoing a statutory assessment of their educational needs. Parents or carers or, in the case of an EHC Plan, a young person over compulsory Academy age and aged under 19 may request that a special Academy is named in their EHC Plan (as applicable).

If a child's parent or a young person makes a request for Springwater Academy to be named in their EHC Plan, the Local Authority (LA) must comply with that preference unless it would be unsuitable for the age, ability, aptitude or special educational needs and disabilities (SEND) of the child or young person or the attendance of the child or young person at the named academy would be incompatible with the efficient education of others, or the efficient use of resources.

The LA responsible for making the EHC Plan (as the case may be) retains responsibility for securing the special educational provision specified in the EHC Plan. The LA is required to consult with the Academy and consider its comments very carefully before naming it in an EHC Plan. Once named in an EHC Plan, the Academy is under a legal duty to admit the child or young person.

The Academy has 15 days to respond to any consultation regarding the proposed placement of a child or young person. If a child or young person moves into the area and has previously had specialist provision, then the LA may consult directly with the Academy.

The Head Teacher or delegated admissions officer must consider each placement and whether the Academy can meet the provision described within the Plan and that there is sufficient funding to meet their needs as described within the plan. Where there are concerns about whether the Academy can fully meet needs, the admissions officer should meet the child in their current Academy setting before making a decision.

Policy detail

Springwater Academy caters for children and young people aged 2 to 19 with a range of learning difficulties.

Permanent admission to Springwater Academy is by way of an Education Health and Care plan, and parents may make representations for a placement. Springwater may

also admit a pupil for short term assessment placements whilst an Education, Health and Care Needs Assessment is carried out.

The Local Authority where the pupil resides is responsible for writing the Education Health and Care plan and retains responsibility for deciding whether to name Springwater as the pupil's Academy, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Springwater prior to naming it in a child's Plan. Once named, the Academy is under a legal duty to admit the child. Currently North Yorkshire LA commissions 143 places at Springwater Academy. Admissions to Springwater are usually for full-time placements with the exception of nursery places for very young children (Year N-2 and Year N-1) with Profound and Multiple Learning Difficulties.

These children are usually offered part time places until they reach Reception age. Admissions to the Sixth Form (ages 16-19) are usually made as part of an on-going transitions process which starts during Year 9. If a place becomes available mid-year, Springwater will work closely with the LA and match the place to a child or young person for whom the provision is appropriate.

Admissions coordinator

Louise Fitzsimmons (Annual Review Officer) coordinates admissions, working closely with Assistant Headteachers, Ali Dickinson and Andy Mullane. Mike Finlay, Head of Academy, approves all admissions to the academy.

Admissions criteria

Springwater Academy ensures that special education provision is made for one or more categories of SEND. These categories may include, but are not limited to, Autism, Moderate Learning Difficulty (MLD), Hearing Impairment (HI), Vision Impairment (VI), Severe Learning Difficulty (SLD) and Profound and Multiple Learning Difficulty (PMLD).

The Academy must not refuse to admit a child or young person whose EHC plan names it on the sole basis that some, or all, of the child's SEND do not feature in the categories. Academy admission is always to Springwater Academy as a whole, not to individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior Academy staff, in consultation with parents. Teaching and learning strategies for pupils will be decided by the Academy, in consultation with parents and other professionals.

The Academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children and no reasonable steps can be made to secure compatibility. This will apply in individual circumstances, following an assessment by the Academy of potential impact of admission, and it will apply where the agreed and preferred maximum number of students in any one class is exceeded. Those maximum numbers will change depending on the needs of the current population.

Maximum Numbers

As of September 2025, the maximum admission number of Springwater Academy is 143. Springwater will not agree admission at consultation of a child or young person

where: it would be unsuitable for their age, ability, aptitude or special educational needs and disabilities (SEND); the attendance of the child or young person at Springwater would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis); the efficient use of resources.

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

Pupils without an EHC Plan

Only in exceptional circumstances will Springwater Academy admit pupils who do not have an EHC Plan which names the Academy.

These circumstances are as follows:

- To support the Local Authority in carrying out an EHC Needs Assessment with the agreement of a child or young person and/or their parent / carer, the LA and anyone providing advice for the assessment. In such situations, it will be clear from meeting the child or young person that an EHCP is highly likely to be agreed.
- An emergency placement following a change in circumstances with the agreement of a child or young person and/or their parent / carer, the LA and anyone providing advice for the assessment.
- Where Springwater is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.
- The placement should not exceed 20 weeks. If an EHCP is agreed then a parent/carer and/or young person might request that Springwater be named in the usual way.

Admissions process

Prior to a placement being confirmed:

- Parents/carers are encouraged to make an informal visit to the Academy. This is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parents/carers may visit the Academy with or without their child, are given a tour and receive information. They may be accompanied by a key professional or a friend.
- Parents/carers may wish to indicate to their child's current Academy staff their views of Springwater Academy as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- Pupil papers are sent to the education department from the child's current placement for consultation processes to be followed.
- After consideration of the papers, in consultation with appropriate staff, Springwater Academy agree the place is appropriate and confirm place to the Local Authority or notify the LA SEN Officer services that they feel unable to make provision detailed in the EHCP, with clear reasons.

Once the Academy has been named

Once Springwater Academy is named in an EHC Plan, we must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence. In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of Springwater at the child or young person's annual review meeting, visits to their current Academy and visits to Springwater Academy.

Visits are available by direct appointment with a member of the Annual Review Officer or senior leadership team.

Springwater will give careful consideration as to the best class placement for the pupil. Decisions will be based on the circumstances of each case and in the best interests of the child concerned.

Springwater Academy will take into account:

- The views of the parents
- The child's academic, social and emotional development
- Where relevant, the child's medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Head Teacher.

Admission Arrangements:

Once a place has been agreed, the following operational arrangements will be made:

- SEN Transport will organise transport, if eligible and required
- Academy Office staff will receive the paperwork and send a welcome pack to parents/carers, complete with required forms for completion by families.
- A start date will be proposed.
- A pre-admission meeting will be held, or in the case of a large intake such as for Sixth Form – parent transition meetings will be held as an alternative.
- Parents, Academy and the multi-disciplinary team will liaise, to ensure appropriate plans are in place to ensure the Health & Safety of child. If a child's needs are such that specialist training or specialist equipment are required, Academy will work to reduce any impact on timely their admission. Occasionally pupils require specifically trained and appointed staff. Recruitment to such a post will take place as swiftly as possible, again seeking to reduce delay in admission.

In some circumstances it is mutually beneficial to have a phased transition into Academy. This will be considered at the pre-admissions meeting.

Additional information to support the policy

Springwater Academy will abide by the provisions in relation to admissions contained in the Supplemental Funding Agreement for Portland Academy dated December 2014 (<http://www.ascenttrust.org/welcome/finance/funding-agreements/>)

Appendix 1

The Placement Request Form

There are times when detailed information is required about a pupil requesting a place at an Ascent Academies' Trust provision. This is so that an informed decision can be made in response to consultation papers being sent to the relevant academy, for placement and provision within the academy.

The Placement Request form should be completed in full. It is the first significant step in the referral process and is designed to help the relevant academy obtain the information it needs to make a decision whether to offer a place and in the case of a place being offered, which class/provision in the academy would be the most appropriate. Having all the information at the start makes the process of placing a child at the academy an easier process.

FINAL



Placement Request Form

| Section 1: Child's Details | | | |
|---|----------------------------|---|---------------|
| Name of child: | | | |
| D.O.B / / | Gender: | Age: | Legal Status: |
| Is your child looked after? | | Who has parental responsibility for your child? | |
| Does this child have an EHCP? | | At what age did they receive their EHCP? | |
| Nationality: | Ethnic origin: Details: | Religion: | |
| Are there any cultural/ethnic/religious needs school need to be aware of? | | | |
| Child's UPN: | | | |
| Who does this child live with currently? (names of everyone at the address) | | | |
| Name(s) of carer(s): | | | |
| What is the current address? Is this address protected? Number/Street: Town/City: County: Postcode: Phone no: | | | |
| Other family members who the child has regular contact with? | | | |

| |
|--------------|
| Names |
| Relationship |
| Address/s |

Special Educational Needs

Does the child have a diagnosis, or difficulties with any, of the following?

| | | | |
|-------------------------|--------------------------|----------------------------------|--------------------------|
| Anxiety disorders | <input type="checkbox"/> | Attachment disorder | <input type="checkbox"/> |
| Depression | <input type="checkbox"/> | Autism spectrum disorder | <input type="checkbox"/> |
| Conduct disorder | <input type="checkbox"/> | Pervasive Developmental disorder | <input type="checkbox"/> |
| ADHD | <input type="checkbox"/> | Epilepsy | <input type="checkbox"/> |
| Psychosomatic disorders | <input type="checkbox"/> | Self-harming tendencies | <input type="checkbox"/> |
| Substance misuse | <input type="checkbox"/> | Gender identity issues | <input type="checkbox"/> |
| Eating disorders | <input type="checkbox"/> | Wetting and/or soiling | <input type="checkbox"/> |
| Tics | <input type="checkbox"/> | Sleeping difficulties | <input type="checkbox"/> |
| Foetal alcohol syndrome | <input type="checkbox"/> | Tourette's | <input type="checkbox"/> |
| Other – | | | |

Does the child have difficulties with any of the following

| | | | |
|--------------------|--------------------------|----------------|--------------------------|
| Writing | <input type="checkbox"/> | Number work | <input type="checkbox"/> |
| Reading | <input type="checkbox"/> | Non-verbal | <input type="checkbox"/> |
| Dyspraxia | <input type="checkbox"/> | Dyslexia | <input type="checkbox"/> |
| Auditory | <input type="checkbox"/> | Visual | <input type="checkbox"/> |
| Speaking/listening | <input type="checkbox"/> | School refusal | <input type="checkbox"/> |

Behaviour

Please describe your child's behaviours, has he/she ever required physical intervention to keep him/her safe?

If so, please outline behaviours below:

What strategies have been used successfully in the past to effectively manage his/her behaviour?

Has your child ever exhibited any inappropriate or sexualised behaviours?

Is the child now, or have they ever been on a Child Protection Plan/Register?

If 'Yes', which category?
+ (if more than one)

At what age?

Communication

How does your son/daughter communicate?

Does your son/daughter use any communication devices?

What strategies does an adult need to be aware of in order to communicate effectively with your son/daughter?

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

| Chronology of the child's education This section should include all school placements including playgroup, pre-school and nursery provision. | | |
|--|----|-----------------------------|
| From | To | Name of Provider & Location |
| | | |
| Type of educational provision | | |
| Reason placement ended | | |
| Relevant information about education placement: | | |
| From | To | Name of Provider & Location |
| | | |
| Type of educational provision | | |
| Reason placement ended | | |

Relevant information about education placement:

From

To

Name of Provider & Location

Type of educational provision

Reason placement ended

Relevant information about education placement:

From

To

Name of Provider & Location

Type of educational provision

Reason placement ended

Relevant information about education placement:

| From | To | Name of Provider & Location |
|---|----|-----------------------------|
| | | |
| Type of educational provision | | |
| Reason placement ended | | |
| Relevant information about education placement: | | |

Section 3: Family History

| | |
|----------------------|-------------------|
| Birth mother's name: | D.O.B. dd/mm/yyyy |
| Address: | |
| Tel. No: | Mobile: |
| Birth father's name: | D.O.B. dd/mm/yyyy |

| | |
|----------|---------|
| Address: | |
| Tel. No: | Mobile: |

| | |
|--|-------------------|
| How many siblings does this child have? | |
| Please list siblings (including half-siblings and step-siblings) starting with the eldest. | |
| | D.O.B. dd/mm/yyyy |
| | D.O.B dd/mm/yyyy |
| | D.O.B dd/mm/yyyy |
| | D.O.B dd/mm/yyyy |
| | D.O.B dd/mm/yyyy |
| | D.O.B dd/mm/yyyy |
| | D.O.B dd/mm/yyyy |

| | |
|---|--|
| <p>Have there been any significant events in the child's life that we need to be aware of? If yes, please state what e.g. Death, serious accident, abuse, hospital stay -</p> | |
|---|--|

Section 4: Child's Health and Social Needs

Does the child currently receive any medication?

If yes, what medication are they receiving?

Does the child have a hearing or visual impairment?

If yes, please give details?

Does the child have any dietary needs?

If yes, please give details -

Does the child have any on-going health problems or allergies?

If yes, please give details -

Does the child have any sensory needs?

If yes, please give details -

Is the child toilet trained?
Is any help required in relation to personal care/self-help?

If yes, please give details -

Does the child have any personal care/hygiene needs?

If yes, please give details –

Does the child have a physical disability or health condition that requires paediatric involvement?

If yes, please give details of service involvement

Does the child have on-going Speech & language difficulties? If yes, please give details of any service involvement

Do CAMHS have any involvement with this child's case?

Has this child engaged in any form of therapy counselling?

If yes, please give brief details –

Has your child have any involvement from Occupational Therapy?

If yes, please give brief details –

Has your child have any involvement from Physiotherapy?

If yes, please give brief details –

Does the family have any involvement from social care?
(Respite/Team around Family/Social worker)
If yes, please give details of nature of involvement and when they became involved

Name and contact details of social worker?

Section 5: Your child at home

Is there anything we should be aware of that shows your child is frightened?

What types of activities does your son/daughter like to do on a weekend/evening?

Are there any pets at home?

Does your son/daughter have any special friends at home?

Does your son/daughter have any special relatives?

What does your son/daughter like to eat and drink?

What makes your son/daughter happy?

Is there any other information that you feel may be useful to school?