



APEX EDUCATION ADMISSIONS POLICY

Policy approved by: **Directors**

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1.Introduction

Apex Education is an alternative provision for students aged 11-16 who would benefit from a placement away from their mainstream setting.

The aim of Apex Education is to promote inclusion, raise standards of behaviour and achievement by proactive early intervention. This will support in reducing fixed term and permanent exclusions. Students are likely, but not exclusively, to have experienced school attendance issues, social, emotional or behavioural difficulties.

Students who will benefit from a placement at Apex Education are likely to fall into the following categories:

- Students who have social and emotional issues which are impacting on their education. This may manifest itself through withdrawal from education and school life
- Students who have had patterns of poor school attendance and cannot re-establish consistent
- attendance at their mainstream setting
- Students who are disaffected with mainstream education to such an extent that continuation of a full time placement in their setting is no longer a positive option
- Students who have been bullied
- Students who are disadvantaged and vulnerable due to a range of social circumstances (e.g. families experiencing risks such as poverty, substance misuse, mental health issues)
- Students who have had, or are at risk of having a fixed term or permanent exclusion

The purpose of this document is to set out our provisions admission policy and to demonstrate that student admissions will be fair, open and transparent.

The admissions policy will:

- Offer schools and academies early intervention placements to meet the needs of disaffected and vulnerable students
- Enable Apex Education to provide a structured, stable environment which will ensure that we are able to meet the individual needs of each student
- Support the aim of Apex Education which is to re-engage students with learning and return them to a mainstream education

2.Admission Arrangements

The primary aim of Apex Education is to provide early intervention for schools and students and help reengage students with their learning in a mainstream setting. Due to this, the majority of placements at Apex Education will be short term, with students dual registered. This will be subject to regular review.

Full time or longer term placements will be available where it is clear that an early return to mainstream school would not be appropriate and it is agreed as a short term strategy by Suffolk County.

Apex Education will only admit students in line with this admissions policy and following referral from an academy, a maintained school or by a Local Authority.

Apex Education will be run in accordance with all equalities law. It will admit students aged between 11 and 16 years who have been referred to the schools' admissions panel through one of the referral routes set out below:

- by an Academy which, under general powers in the Articles of the Academy Trust may send students off-site to an alternative provision as part of early intervention measures to address behaviour
- named by a student on an application from the Local Authority, in accordance with a School Attendance Order 1 after consultation with the Secretary of State.
- by a maintained school or academy when they have a duty under Section 100 of the Education and Inspections Act 2006.
- by the Local Authority where they have a duty under section 19 of the Education Act 1996.
- by a maintained school under powers set out in section 29(A) of the Education Act 2002
- By the Local Authority due to a decision made at IYFAP or through the Education Access Team

Apex Education does not accept applications from parents/carers or self-referrals from potential students.

Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at Apex Education but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

Section 100 of the Education and Inspections Act 2006 requires maintained schools and Academies to arrange full-time education for students on a fixed period exclusion of more than five days from the sixth day of the exclusion.

Section 19 of the Education Act 1996, and regulations made under that section, require a Local Authority to make arrangements (from the sixth day of exclusion where a student has been permanently excluded) for the provision of suitable, full time (unless there are medical reasons as to why this would not be appropriate) education at school or otherwise for a child of compulsory school age who, for a range of reasons, would otherwise be without education.

Section 29A of the Education Act 2002 provides that governing bodies of maintained schools may direct a student off-site "for the purpose of receiving educational provision which is intended to improve student behaviour".

3.Student Admission Numbers

Apex Education has a an admission number of 12 and a ratio of a maximum of 1:6 for staff/student numbers.

As the provision will operate with predominantly short-term and part-time placements the admission numbers should allow for considerable flexibility in meeting commissioner's needs.

Students will not be admitted above the admission number unless there are exceptional circumstances.

4.Admission Procedures

Applications for a placement must be made on the Apex Education referral form. All referral forms need to be accompanied with the student's most recent EHCP, PEP or IEP.

Apex Education will discuss potential referrals both with commissioners and the student's parents/carers prior to any start date being confirmed at the provision. Every student will complete an induction as part of their admission.

5.Student Registration and Information Sharing

The numbers on roll at Apex Education will fluctuate throughout the academic year. Apex Education will make sure that all students are registered accordingly in line with section 434 of the Education Act 1996. All part-time students or those attending on early intervention or on a fixed term exclusion will remain on the register at the commissioning school and with Apex Education (dual registration). A student attending who has been permanently excluded will be removed from the parent school's register and be dual registered on the Local Authority roll and Apex Education.

6.Oversubscription Criteria

Apex Education aims to be flexible in its approach to placement requests and will at all times strive to offer a part-time placement as a minimum to commissioners. In the case of oversubscription, after the admission of a student with an Education Health and Care plan (EHCP) where Apex Educaytion is named on the plan, the following criteria will be applied:

- Looked After Children who are in public care and previously Looked After Children
- Students who have an EHCP for social and emotional issues which are impacting on their education. This may manifest itself through withdrawal from education and school life
- Students who have social and emotional issues which are impacting on their education that manifest themselves through withdrawal from education and school life
- Students who have had patterns of poor school attendance and cannot re-establish consistent attendance at their mainstream setting
- Students who are disaffected with mainstream education to such an extent that continuation of a full time placement in their setting is no longer a positive option
- Students who have been bullied, or have bullied others
- Students who are disadvantaged and vulnerable due to a range of social circumstances (e.g. families experiencing risks such as poverty, substance misuse, mental health issues)
- Students who have had, or are at risk of having a fixed term or permanent exclusion

7.Appeals

Admissions appeals arrangements are not statutory regarding AP schools and academies. However, at Apex Education we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures.

Commissioners have the right of appeal against the refusal of a place at Apex Education for which they have applied. Commissioners wishing to appeal must contact either Partner.

