



Admissions and Referral Arrangements



Admissions and Referral Arrangements

Introductory statement

Exceed Academies Trust will only admit pupils to Bradford AP Academy (BAPA) in line with these admissions and referral arrangements.

BAPA provide a caring, nurturing and developmental environment for young people who have been excluded from, or are at risk of exclusion from mainstream education. After receiving our support over a period of time, we will ensure that individuals move on to their next destination having felt known, valued and understood.

Admission will be through the referral process outlined in this document. Referrals may be made at any time throughout the year.

Students supported by the academy

BAPA has a core purpose to deliver education programmes (on behalf of the Local Authority (LA)) to challenging or vulnerable children and young people who are not in school for a variety of reasons:

- Young people who have been permanently excluded from school.
- Young people who need to be allocated a placement due to exceptional circumstances such as, being out of education with strong evidence to indicate that a return to mainstream education is not possible at that point in time.

Number of places available

BAPA will provide education for up to 65 pupils utilising the Aireview and Jesse Street sites along with other suitable AP that is identified to best meet need. These will be for Key Stage 3 and 4 young people.

Any young person that has been permanently excluded will be allocated provision on or before the 6th day of exclusion.

Registration arrangements

Where students are referred, following exclusion, they will be dual registered between BAPA and the excluding school until their registration at the school is terminated following the Pupil Disciplinary Committee meeting or any subsequent appeal.

If a student, whilst registered at BAPA is allocated a new school through the Fair Access Panel (FAP), they will be dual registered between BAPA and the new school. The duration of the dual registration period will be guided by the re-admission of excluded pupils (RAP) agreement. If there is any dispute between BAPA and the dual registered school, regarding the removal from rolls etc., the LA will decide on the dispute and registration status.

If students are not on the roll of another school or are new to the authority, they will be single registered at BAPA.

Referral arrangements

Referrals for a place at BAPA are made by the LA. Appropriate referral paperwork will be required with every referral.

Who can refer: **Local Authority:** Referrals for permanently excluded and exceptional case young people.

- How to refer:
- 1. Permanent Exclusion:** The LA will contact BAPA to request a place. Completed EX1 and EX3 forms will be forwarded to BAPA as part of the application. There is an expectation that the Headteacher or representative of the excluding school/academy will make contact immediately with the LA to inform of their decision to permanently exclude. The EX1 and EX3 must be with BAPA by the date of the Permanent Exclusion in order for BAPA to be able to effectively make 6th day provision.
 - 2. Exceptional Cases.** Where young people, who are not attending mainstream school and for whom a mainstream place is not appropriate, the LA can refer for an intervention placement using the BAPA Referral Form to detail historic school information etc.

Other services and agencies (e.g. Education Support Services, Educational Psychology, Youth Justice Service, Social Care etc.) and parents and carers may be asked to supply additional information to support the referral process. Intervention places are offered only when agreement has been reached with the mainstream school and parents or carers.

Permanent Exclusion Places: Pupils who have been permanently excluded from school will access a place at BAPA. The referral will come from the LA and BAPA will make every effort to admit the young person on or before the 6th day of exclusion. All students that have been referred to BAPA due to permanent exclusion will go onto the roll of BAPA on the 6th day following their exclusion. BAPA will work with the LA to provide evidence and advice to support the appropriate allocation of a new school through the FAP process. A report will be written and shared with the LA to support this. It would be expected that a decision on a new school will be made before the 8th week of the placement. On allocation of a school place, the young person will leave BAPA, or commence a phased integration to school, within 2 weeks of the allocation. When further assessment is required, or an EHCP application is required, BAPA will commence this process. In these cases, the LA will be required to work with BAPA to support an appropriate exit strategy in a timely manner.

On entry to a new mainstream school from BAPA, the student will be dual registered with BAPA and the school. This will follow the guidelines set out in the RAP agreement. The placement of the student will be managed by the LA who will inform BAPA of any changes to the registration status of the student. This will include moving to single registration with the school, due to the successful completion of the RAP period, or the return to single registration with BAPA due to breakdown and subsequent failure of the RAP placement.

Exceptional Cases: In some situations, pupils can access places at BAPA through agreement with BAPA and the LA:

- A pupil who is without a school place (detached) and has previously been attending an alternative provision out of authority and is not deemed school ready by professionals via a multi-agency meeting.
- A pupil who has been registered as Child Missing Education and for whom, when located, an alternative setting is considered appropriate provision by professionals[‡]
- A pupil who has been registered as Child Missing Education and for whom when located is deemed by professionals to require an interim placement pending a long term setting being identified[‡]

These places will be for a short-term. In some cases, it will be agreed before the placement, that a medium-term place will be required. The educational reasoning for the medium term place would be agreed before the place is commissioned.

All exceptional cases will exit BAPA at the end of the agreed placement timescale. The LA will be responsible for providing provision on exit from BAPA.

[‡]The pupil must have moved out of their school's area of coverage e.g. Catchment Area.

Whilst strenuous efforts will be made to provide all relevant information on the student, lack of information should not delay the provision of education – it may be difficult to source detailed information for a student who falls into the categories as set out above.

Commissioning process

Point of contact

The point of contact for commissioners is;

- Trevor Loft, Headteacher
- Tel: 01274 585318
- Email: trevor.loft@bcpru.org.uk

Local Authority commissioners

Bradford LA is responsible for arranging full-time education for permanently excluded pupils. The LA commissions BAPA to enable it to fulfil this legal duty.

BAPA will provide 65 places to Bradford LA under an agreed Service Level Agreement (SLA).

Appeals against any refusal to accept a referral

Wherever a referral is refused, the commissioner can submit an appeal to the Exceed Academies Trust at info@exceedacademiestrust.co.uk. Any appeals will be heard within 15 working days.

Complaints

Any objections to the arrangements outlined or the application of them should be raised with Exceed Academies Trust. To view the Complaints Policy, please go to <https://exceedacademiestrust.co.uk/about-us/policies-documents/>.

If the complainant is not satisfied with the resolution, they are able to complain to the Education and Skills Funding Agency (ESFA) using their online [enquiry form](#).

Equal Opportunities

The academy is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

Review

These arrangements will be reviewed annually and any amended arrangements for the following September will be published on Bradford AP Academy's website.

Links to other policies

This document should be read in conjunction with the school's other policies published on the website: <http://www.bradfordapacademy.co.uk/>