



ADMISSIONS POLICY



EPT Document Control

This policy applies to all Education Partnership Trust Schools.

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Policy status	Statutory
Owner	Governing Body/ Board of Directors
Lead Contact	Nicola Graves



1.0. Introduction

The Heights Free School provides Alternative Provision accessible to all schools within Blackburn with Darwen offering bespoke opportunities across the Key Stages on both a part-time and full-time basis. We work closely with key stakeholders to ensure we provide quality provision tailored to the needs of our students. Our provision is also available for young people who are not in school and are therefore the responsibility of the local authority including CIOC from other authorities and will accept requests for admissions from neighbouring Local Authorities, dealing with each case on an individual basis.

The Heights Free School will provide education for:

Students who are showing a level of disengagement from mainstream provision which is placing them at risk of exclusion

Students with a statement of Special Educational Needs where The Heights is named on their statement.

Students causing significant concern in school which is affecting their progress and would benefit from alternative provision to re-engage them

1.3. The aim of The Heights is to:

- Re-engage students with learning
- Secure good progress for learners in line with National expectations
- Reintegrate learners into mainstream education and or positive destinations at 16 (EET)

2.0. Admission Arrangements

2.1. The Heights Free School is an equal opportunities non-discriminatory school and therefore welcomes applications for admission of young people from diverse backgrounds and with varying needs. Each admission is considered on a case-by-case basis to ensure that the pupils we admit are those who will benefit most from the education provision we offer. The school operates a fair, objective and transparent admissions system, which includes a complaints procedure (available on request).

2.2. The Heights Free School currently offers 120 FTE places overall which are split over the Key Stages as follows:

- Key Stage 2 Nurture Provision - 16 FTE places.
- Key Stage 3 Nurture Provision - 16 FTE places.
- Key Stage 4 Alternative Provision - 78 FTE places.



- 2.3. Students will not be admitted above the published admission number unless exceptional circumstances apply.
- 2.4. The Heights cannot accept applications from parents.
- 2.5. The Academy Trust shall have admission arrangements agreed with the Department in accordance with Annex B of the funding agreement.
Placements at The Heights will be considered in the following ways:

Admission applications made by maintained schools, special schools and Academies for short stay/part time access.

The student will be dual registered with their referring school being the home school. The length of these placements will depend on the pupil's needs and will be subject to review

Admission applications made by the Local Authority

The student will be dual registered with an identified home school. The length of these placements will depend on the pupil's needs and will be subject to review.

There may be instances where the student will need to be registered at The Heights. This placement will normally be for pupils that do not have a school place.

N.B. With all the above, parental agreement/preference will be addressed. The Heights recognises parental right to express an alternative preference at another school or Academy.

3.0 Application Process

Applications Applications for places must be made by the referring school and on The Heights official application form which is available on the website. Completed application forms should be sent back to The Heights – enquiries@theheightsfreeschool.org.

- 3.1. If required, the following agencies may be invited to contribute about specific cases:
 - Representative from Education Welfare Service
 - Representative from Looked After Children Service
 - Representative from Youth Offending Team
 - Representative from Educational Psychology

- 3.2. Subject to its right of appeal to the Secretary of State in relation to a named student, the Academy Trust will admit all students with a statement of special educational needs naming the alternative provision free school.

Admission forms are available at www.theheightsfreeschool.org



4.0 Admissions' Criteria

4.1. In the case of oversubscription of applications, the Trustees will refer to these criteria in priority order:

- Young people with a statement of SEN.
- Looked after children including adopted children who were previously in care and children who leave care under a special guardianship or residence order.

In the unlikely instance a decision cannot be reached using these criteria, the trustees will offer places to those whose needs would be best met by placement at The Heights Free School.

5.0 Appeals

5.1. Admission Appeals arrangements are not statutory regarding AP schools. However, at The Heights Free School we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures.

5.2. Commissioners have the right of appeal against the refusal of a place at The Heights Free School. Commissioners wishing to appeal must follow the procedure contained within The Heights' appeals procedure which is available on The Heights' website or by request.

5.3. The commissioner of any child who is refused a place at The Heights has a right of appeal to an Independent Appeals Panel. The panel consists of three members, one of whom will be fully independent of the management and running of The Heights Free School. The panel will consider the circumstances of the case put before them. Both The Heights and the Commissioner must abide by the decision it makes.

6.0 Reintegration

6.1 In Key Stage 2 the emphasis is very much on a supported and successful reintegration. Pupils will attend a planned programme for 6 weeks initially which will be reviewed with the possibility of extension depending on individual needs. Phased reintegration will then be supported by Nurture Provision staff.

6.2 In Key Stage 3 pupils will be referred for an initial 6 week full-time block with the possibility of extension depending on individual need. Phased reintegration will then be supported by Nurture Unit staff. The Year 9 provision will be focussed on re-engaging learners, providing high quality IAG and reintegration ready for GCSE study.

6.3 At Key Stage 4, pupils will be attend for a minimum of 2 days per week, but this may be longer depending on need and will be reviewed termly in partnership with their home school with a view to reintegrating fully into mainstream provision.