



## **ADMISSIONS POLICY**

## **Kingsbury Academy Admissions Policy**

### **Our Mission:**

'At Kingsbury Academy our mission is to provide exceptional education and development outcomes to meet the needs of every pupil and help them be the best they can be in a school where every individual is valued.'

### **Introduction:**

Kingsbury Academy has its own admission authority and meets all the mandatory provisions determined by 'The School Admissions Code' and 'School Admissions Appeals Code' written by the Department for Education, both codes are available from [www.gov.uk/government/publications/](http://www.gov.uk/government/publications/). Kingsbury Academy is commissioned by the Statutory Assessment and Review Team and further details are available from SEN Team, Friargate, Coventry, CV1 2GN or online at <https://www.coventry.gov.uk/localoffer>.

### **Procedures and Protocol:**

- From April 2018 all pupils admitted to the Academy will have an Education, Health Care plan (EHC) already in place, whether this be in draft or finalised format.
- The Academy accepts pupils with a wide range of SEN, which includes Severe Learning Difficulties, Sensory Impairment and Autistic Spectrum Condition.
- On occasions requests are received from Local Authorities to take pupils as part of the Education, Health and Care plan (EHC) process on an assessment placement basis. This will be for a six-week period in the first instance and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the Academy.
- Occasionally the academy will be approached by other Local Authorities to take pupils whom it is viewed that Kingsbury Academy can meet the needs of outside of Coventry Local Authority. As an academy we reserve the right to judge whether the pupil's needs can be appropriately met at our setting.
- Once this has been deemed as an appropriate setting, relevant care packages for the pupil will need to be agreed on before the pupil is able to be put on roll here at Kingsbury.
- The board of trustees of the Academy will receive formal requests for placements from the LA. The Academy will consider each case on individual merits to ensure the pupil's needs will be best met within Kingsbury Academy and that the Academy has the space, staffing and

resources to accommodate the pupil within its existing operational organisation.

- Parents/carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the Academy by prior appointment.
- Academy staff may make visits to both the pupil's school and family. When appropriate, staff will be supported by medical colleagues and translators.
- Once admission has been agreed by the Headteacher and/or SLT the Academy may visit the new pupil in their existing placement.
- The Academy may offer taster sessions prior to admission and is able to arrange phased entry into Academy life if applicable.
- In common with other schools Kingsbury Academy hosts transition sessions for pupils transferring between placements at end of key stages. For September 2021 admissions these will be held w/c the 5<sup>th</sup> July 2021. Due to the current climate of COVID-19 this date may change.
- Parents are expected to complete admissions paperwork and transport applications prior to pupils start dates.
- All pupils admitted to Kingsbury Academy must adhere to the Academy Attendance Policy and Academy Code of Conduct. Failure to do so may result in Kingsbury Academy removing pupils from school role.

The number of planned places for the academic year 2021/22 will be 84.

**Date ratified on:**

**Date Policy due to be reviewed: Annually**

**Ratified by: Full Board**