

## **Admission Policy**

## Introduction

Rise Academy is the Hull City Council service for pupils who are permanently excluded from school in Key Stage 4. The Education and Inspections Act 2006 requires all Local Authorities to provide education from Day 6 of a permanent exclusion.

## **Purpose**

The purpose of this policy is to explain to parent, carers and other agencies the process that allows pupils to be admitted to Rise Academy.

## **Principles**

Admission to Rise Academy by application to Hull City Council admission team is not possible. There are three routes that pupils are admitted to the school.

#### 1 Permanent Exclusion

When a student is permanently excluded from school in Key Stage 4, Hull City Council admission team are notified by the excluding school. Hull City Council informs Rise Academy of the date of the exclusion and the contact details of the parent/carer. Students who reside in Hull but are permanently excluded from an East Riding school will be referred to Rise Academy.

## 2 Referral from Fair Access Panel

Rise Academy forms part of the partnership of schools that supports the admission of vulnerable students through the In Year Fair Access Panel in accordance with Hull City Council Fair Access protocol (<a href="www.hullcc.gov.uk/admissions">www.hullcc.gov.uk/admissions</a>).

## 3 Referral from a school or academy

Any school can make a referral to Rise Academy regardless of the location of the school or academy. There is a charge made to schools and academies for such referrals. Please contact the Headteacher for more information about charges.

## **Admission Process**

A letter will be sent to the parent/carer when a student is referred to Rise Academy within five days of the referral being received by Rise Academy. Admission meetings are held every Wednesday.

The admission meeting.

The information process usually takes a half day meeting with the Headteacher and Rise Academy staff. The meeting is essential in building an accurate and in-depth assessment of the student's ability and needs as an individual.

In this meeting the following information is collated:

- A full school history including Key Stage 2 results and assessment data from the last school.
- Information regarding any other agencies involved with the student or their family
- Aspirations of the student when they leave school (post 16 destination route)
- Preferred school as an exit strategy from Rise Academy (if appropriate)
- Baseline English and Maths assessment
- Baseline Assessment of the student's feelings about themselves and school
- Dyslexia screening
- Dyscalculia screening

Post- admission

Within five working days of the student admission meeting a full timetable will be in place for the student. Parents and carers will be contacted by the Outreach worker allocated to the student with details of the proposed timetable and also an introductory call from the Rise Academy staff who will be teaching them.

Appendix 1
In school process

# Referral Received



SLT Process the Application & send invite to a Wednesdays Admissions Meeting to be held within 7 days as per LA's PE Policy Failure to attend meeting will instigate a further invite (to a maximum of 3) before EWS notified.

Admissions Meeting held with SYA/PMW/JGI with Student & Parent/Carer/Guardian.

Meeting to incorporate: Aspirations, expectations, Literacy/Numeracy Assessment & PASS.

On receipt of Timetable E-Mail from JGI, Admin to:

: Request UPN & any relevant Student data then share with SLT.

: Produce Student card for progression wall with all relevant entry data.

JGI to process all of the data and ensure Student start date within 7 days by actioning:

: Allocation of Outreach Worker

: Timetable

: Produce ILJ

: Update Database

On receipt of allocation & Timetable E-Mail Outreach Worker to:

: Scan & E-Mail them-selves all Admissions paperwork so that cohort information is stored electronically.

: Make courtesy call to all timetabled partner providers to organise start date/Induction meeting.

: E-Mail relevant partner providers admissions paperwork.

: E-Mail relevant Rise Academy Tutors and advise of the start date with timetable attached.



STUDENT STARTS AT RISE ACADEMY



On receipt of E-Mail from Outreach Worker, Rise Academy Tutors & Partner Providers to:

: Make a courtesy introduction call to students Parent/Carer/Guardian prior to Student start.