



<h2>Policy Information Sheet</h2>	
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1 Introduction

- 1.1 When considering the placement of children and young people within Hartlepool Free School, the school must consider not only the appropriateness of the placement for the student referred but also the effect the placement will have on the wider group. The decision of the Principal as to the suitability of the placement will be the determining factor over placement within the Academy. The Principal of Grangetown will ensure that they support the Local Authority to meet its obligations and statutory duties with regard to Section 19(1) of the Education Act 1996 within the terms of the agreed SLAs. Where a request is made to offer provision for a learner with an Education Health and Care Plan (EHCP), the process for placement will be followed in line with LA arrangements and national guidance in the SEND Code of Practice.

2. Referral Process

- 2.1 Entry into Hartlepool Free School will be by the following methods:
1. Students with an Education, Health and Care plan for whom the Local Authority have consulted for a place.
 2. Assessment Places are available within the terms of the SLA with the Local Authority.
 3. Admission records must be maintained in line with current legislation. All relevant admission documentation must be signed by parent/carer prior to admission of the student.
- 2.2 This may mean that admissions for Assessment Places and support may be determined by how many students are currently on the roll of the academy.
- 2.3 Young people that are referred to MIDT will be offered a place¹ once all required paperwork and supporting information has been received and if appropriate.
- 2.4 Assessment places will have an agreed timeframe with the option of extending if necessary. Whilst attending the student will be dual registered and must remain on roll of the referring school.
- 2.5 Before the end of the placement, a review will take place to decide whether the placement needs to be extended. If, by mutual agreement and in the student's best interest, a return to their "home" school is not appropriate, a meeting will be convened with the Local Authority and other relevant parties to discuss recommendations and agree arrangements.

3.0 Ending Assessment Placements

- 5.1 Hartlepool Free School reserves the right to end the placement of any student for the following reasons:
- The student has failed to attend 20 school days (unless for health reasons);
 - The student's behaviour has been determined by the Principal and Trust to be contrary to the safe operation of the Academy, or to the student's own safety;
- 5.2 For a single serious event (i.e. assault), MIDT will notify the referring body and the Local Authority (if appropriate), in writing, as soon as possible of breaches of the

¹ If a place is available, the referral is within the terms of the agreed SLA, is in the interest of the student and MIDT schools can meet their specific needs.

behaviour policy that may lead to a termination of a placement or a permanent exclusion.

- 5.3 Any student deemed at risk of requiring formal notice to cease provision for reasons of non-attendance or other reasons an interim review meeting will be arranged with a referring body before the placement is ceased.

6.0 Responsibilities and Commitments

- 6.1 Before pupils with an Education, Health and Care Plan (EHCP) are admitted to the school it is recommended that the referring body arrange an interim review. The purpose of the review will be to determine the changing needs of the student and to inform the provision. The Local Authority must agree to the change of provision, and it should be reflected in the child's EHCP. Hartlepool Free School should only be named as the provider in an EHCP where the provision meets the needs of the student and is agreed by the CEO or Principal.

6.2 The Parent/Carer

- The parent/carer will be made aware of and should support achievable targets for their child, including working with relevant professionals;
- The parent/carer should attend regular review meetings about the progress of their child;
- The parent/carer should commit to maintaining good communication with the school regarding changes in their child's behaviour, both positive and negative, and any significant events that may cause a change in the child's behaviour.

6.3 Referring School (Assessment places only)

- The student will be dual registered with MIDT as the subsidiary. The referring school continues to be the main registered placement and retains responsibility for the student;
- The referring school will agree entry strategies for the student with MIDT, based upon the entry criteria/admission arrangements;
- A referring school representative must attend any meetings regarding the student.

6.4 Looked after Children

For Looked after Children, or students subject to multi-agency involvement, there must be a meeting with all key parties to discuss the changing needs of the student prior to admission.

7.0 Exit Strategies

MIDT will determine the exit strategy following an interim review of the student's EHCP. This will consider the views of the student, parent/carer, CEO or Principal and appropriate staff in the receiving establishment.