

# **ADMISSION AND REFERRAL POLICY 2025-26**

<b>Approved by Governing Body on</b>	Autumn 2025
<b>Internal review due:</b>	September 2026
<b>Full review and ratification due:</b>	September 2026
<b>Signed on behalf of the Governing Body by the Headteacher</b>	

## **Introductory statement**

Exceed Academies Trust will only admit pupils to Park Aspire AP Academy in line with these admissions and referral arrangements. Park Aspire AP Academy 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.

## **Pupils supported by Park Aspire AP Academy**

Park Aspire 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 are at significant risk of permanent exclusion.
- 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**

Park Aspire will provide education for up to 90 pupils utilising the Avenue Road site. These will be for Reception, Key Stage 1, Key Stage 2 & Key Stage 3. Any young person that has been permanently excluded will be allocated provision on or before the 6th day of exclusion.

## **Registration arrangements**

Where pupils are referred, following exclusion, they will be dual registered between Park Aspire and the excluding school until their registration at the school is terminated where applicable following the conclusion of the exclusion process as set out in the DfE Exclusion Guidance 2022.

If a pupil, whilst registered at Park Aspire is allocated a new school through the Fair Access Panel (FAP), they will be single registered with the new school in line with the time set out within the FAP protocol.

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

## Referral arrangements

Referrals for a place at Park Aspire are made by the LA & primary & secondary schools (3 only). 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 (Tier3):** The LA will contact Park Aspire to request a place. Completed EX1 and EX3 forms will be forwarded to Park Aspire 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 Park Aspire by the date of the Permanent Exclusion in order for Park Aspire 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 AP Panel Referral Form to detail historic school information etc.
3. **Step Out Placements (Tier 2):** If Park Aspire has capacity, schools can request to commission a temporary, short term step-out place for Key Stage 1, 2 or 3 pupils, to support a school and pupil where in-school interventions and/or outreach have been unsuccessful, based on an understanding of the support a pupil needs in order to improve their behaviour as well as any SEND or health needs. Support at tier 2 is for primary aged pupils (not pre year 1) and Key Stage 3 pupils.

-When pupils face challenges that cannot be fully addressed within mainstream schools, they may transition to alternative provision settings.

-These placements are typically time-limited and designed to provide specialised support.

-Pupils receive tailored education and interventions to help them overcome barriers and eventually reintegrate into mainstream education.

These placements are part of Bradford's 3 tier-model.

To secure a temporary step out place a school must make a referral to the AP 3-tier model. These referrals will be reviewed and triaged at the BPIT Panel.

**Permanent Exclusion Places:**

Pupils who have been permanently excluded from school will access a place at Park Aspire. The referral will come from the LA and Park Aspire will make every effort to admit the young person on or before the 6th day of exclusion. All pupils that have been referred to Park Aspire due to permanent exclusion will go onto the roll of Park Aspire after the completion of their induction meeting.

On entry to a new mainstream school from Park Aspire, the pupil will be registered with the school. The placement of the pupil will be managed by the LA who will inform Park Aspire of any changes to the registration status of the pupil.

Park Aspire will work with the LA to provide evidence and advice to support the appropriate allocation of a new school through the FAP process or a specialist provision with an EHCP. Reports will be written and shared with the LA to support this. For pupils ready to return to mainstream, it is expected that a decision on a new school will be made within the admissions process and that on allocation of a school place, the young person will leave Park Aspire, to commence a phased integration to their new school, within statutory guidance.

When further assessment is required, or an EHCP application is required, Park Aspire will commence this process. In these cases, the LA will be required to work with Park Aspire to support an appropriate exit strategy in a timely manner.

**Exceptional Cases and Prevention Placements:**

In some situations, pupils can access places at Park Aspire through agreement with Park Aspire 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 Park Aspire at the end of the agreed placement timescale. The LA will be responsible for providing provision on exit from Park Aspire. 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 pupil, lack of information should not delay the provision of education – it may be difficult to source detailed information for a pupil who falls into the categories as set out above.

### **Commissioning process**

Point of contact

The point of contact for commissioners is;

- Richard Morris (Headteacher) or Martin Byron (Assistant Headteacher for Inclusion/SENDCo)
- Tel (01274) 735298
- E-mail: [Richard.morris@parkaspire.co.uk](mailto:Richard.morris@parkaspire.co.uk)      [martin.byron@parkaspire.co.uk](mailto:martin.byron@parkaspire.co.uk)

### **Local Authority commissioners**

Bradford LA is responsible for arranging full-time education for permanently excluded pupils.

The LA commissions Park Aspire to enable it to fulfil this legal duty. Park Aspire will provide 90 places to Bradford LA.

### **Complaints**

Any objections to the arrangements outlined or the application of them should be raised with Park Aspire. To view the Complaints Policy, please go to [www.parkaspire.co.uk](http://www.parkaspire.co.uk)

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**

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

### **Review**

These arrangements will be reviewed annually and any amended arrangements for the following September will be published on Park Aspire's website.

### **Links to other policies**

This document should be read in conjunction with the school's other policies published on the website: [www.parkaspire.co.uk](http://www.parkaspire.co.uk)

THIS POLICY IS REVIEWED ANNUALLY