

## Admissions Policy

### 1. Aims

This policy aims to:

- Explain how places at the school are considered, allocated and funded.
- Clarify responsibilities in relation to school admissions.
- Explain how to appeal a decision about a school placement.

### 2. Legislation

This policy meets the requirements of the Education (Independent School Standards) Regulations 2014, the Education (Pupil Registration) (England) (Amendment) Regulations 2016 and the School Admissions Code 2021.

### 3. Overview

OMG Education Independent School is an Alternative Provision working with young people ages 14-16. We specialise in the creative industries and core subjects. Our specialised curriculum offers subjects that provide links to the creative sector. Students will study Music, Drama and Business (creative enterprises) as well as Maths or English (dependent on entry grades) and Well-being to support personal development.

At OMG, we are committed to providing equal opportunities for all. We have strong links with industry that will help ensure young people, regardless of their background, have the skills, experience and knowledge to progress in their chosen careers. We are an institution that seeks to engage students who have an interest and aptitude in creative subjects and may not have had access to excellent specialist teaching and equipment thus far in this phase of their education.

### 4. Referrals to the School

A pupil can be referred to the school anytime during the academic year. Pupil places are normally commissioned and paid for by referring agencies, local authority departments, and local schools, ensuring a fair and transparent process. We specialise in working with pupils with a range of learning needs, including social, emotional and mental health difficulties (SEMH) and associated challenging behaviours. Almost all of our pupils have an Educational Health Care Plan and require additional individualised support.

The school will consider referrals from commissioners for children and young people meeting any of the following criteria:

- In possession of an Education Health and Care Plan
- Permanently excluded or at risk of exclusion
- Demonstrating social, emotional, behavioural, health, and learning needs that the school can meet
- Social, emotional, and mental health difficulties
- Disengagement from learning
- Short-term or long-term illness
- Teenage pregnancy

The school may have the following grounds to refuse an offer of a place:

- Lack of capacity due to all places being filled.
- Inability to meet the pupil's identified special educational needs.
- Being unable to offer suitable educational provisions in response to commissioners' stated needs.

- The level of risk to the health, safety and well-being of other pupils or adults and/or the level of risk to the effective operation of the school is too high

## **5. Responsibilities**

The school will have full regard to its duties under the Equality Act 2010 in relation to the management of admissions. It will ensure that their arrangements will not unfairly, either directly or indirectly, disadvantage any child according to the protected characteristics of the Act.

The referring agency is responsible for ensuring the accurate completion of comprehensive referral documentation and relevant risk assessments and providing any further information/documentation as required.

It is the school leader's responsibility to ensure that the school's procedures on referrals and admissions are followed and that the criteria used to decide the allocation of school places are fair, transparent, and objective.

All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information about the pupil held within the admissions register.

## **6. Oversubscription criteria**

In the event of the number of referrals exceeding the stated admissions capacity of the school, the following criteria in the order given will apply:

- Children in care or children previously in care
- Children with an EHCP, which names the school.
- Permanently excluded children and those not on a school roll
- Children requiring a full-time school place.
- Remaining referrals

Where a request is received and there is not a suitable place available, the referring agency can request that the pupil's name be added to the waiting list, which will be implemented for each year group. If the school has to implement a waiting list for two consecutive years, the school will consider an application under the Material Change regulations to increase the number of school places and arrange for additional accommodation if necessary.

## **7. Appeals**

As all types of referrals involve case-by-case scrutiny, consultation, and discretion from the school leader and senior leadership team (SLT), a place's offer (or not) will usually be made through mutual agreement during the referral process. However, in exceptional cases where agreement cannot be reached, the commissioner should write to the school leader outlining reasons for supporting the referral with any supporting documentation. The school Leader will consider this and reply within 28 days, stating the school's position. If a place is not granted after the process, the commissioner may make a final appeal and request a review from the director.

A final appeal should be put in writing. The director will hear cases within 28 days of the final appeal being received, and final outcomes will be notified within 5 working days of the hearing.

## **8. The referral process and procedures**

On receiving an enquiry, the school Leader will:

- Respond to commissioners within 2 working days.

On receiving pupil referral and risk assessment information, the school Leader will:

- Check that all required information is given in the referral documentation.
- Request and consider any other related documents from the person referring, e.g., EHCP, last PEP (for LAC), Educational Psychologist reports, etc.
- arrange a meeting between the school and the pupil, parents/carers, and relevant professionals, as appropriate.
- decide on the provision and programme to meet the pupil's needs (or communicate otherwise within 10 days)
- After going through the enrolment documentation, communicate the offer of a place and related placement costs to the commissioner within 10 days.

Once the commissioner has confirmed acceptance of the placement, including fees, terms and conditions, the School Leader will:

- send a place offer letter and a Parent Consent Form to parents.
- Ensure that all involved agree upon an education package, personalised induction process, timetable, and start date.

On the first day that it is agreed that the pupil will attend the school, the School Leader will:

- place the pupil on the admissions register.
- place the pupil on the attendance register.
- request pupil records through the common transfer file process (if applicable).

If a pupil does not attend on the agreed date, the school leader should ascertain the reason to ensure that the child does not go missing in education and that there are no safeguarding issues. (See Safeguarding Policy)

## **9. Changes to provision**

A pupil's change in circumstances or change in level of need may require a change to the agreed placement provision. In such cases, the School Leader should liaise with the commissioner to agree on any changes in provision and costs. In the case of pupils with an EHCP, this may require an interim review. Such changes should be confirmed in writing.

## **10. The admissions register.**

It is a legal requirement for the school to have an admissions register naming every pupil who has been admitted. It is also required that the School Leader makes a copy of the electronic admissions register on a monthly basis. Electronic copies should be kept securely and separately, e.g. on a dedicated and protected external hard drive or secure cloud-based platform.

The Admissions register should be maintained in alphabetical order of pupils on roll and should contain the following information:

- Student number
- Full name (including all middle names)
- Gender
- Name and address of pupil's parent/guardian
- Day, month, and year of birth
- School year of pupil
- Day, month and year of admission or re-admission to the school
- Name and address of the last school attended
- Number of learning hours per week
- Date the pupil left the provision (if applicable)
- Destination for pupils on leaving and date of first attendance for any pupils going on to another school if it is reasonably practical to obtain this information.

#### Name and Gender

Where name and gender are referenced in the registration regulations, these mean legal name and gender. The admissions register is not a public document. Registration does not prevent a school from addressing or treating a pupil otherwise for other purposes.

If an amendment is made to the electronic version, the copy must also be amended. Every amendment to the admissions register must include:

- the original entry
- the amended entry
- the reason for the amendment
- the date on which the amendment was made
- the name and position of the person making the amendment

Pupils should be placed on the admissions register 'from the first day the school has agreed or been notified that the pupil will attend the school.'

Where a parent notifies that a pupil will live at another address, the following should be recorded in the admissions register:

- the full name of the parent with whom the pupil will live
- the new address
- the date from when it is expected that the pupil will live at this address

The School Leader must inform the local authority, in advance where possible, of any pupil who is going to be deleted from the admissions register where:

- The school is replaced by another school on a School Attendance Order
- The local authority revokes the school Attendance Order
- completion of compulsory school age
- permanent exclusion

- death of a pupil
- transfer to another school
- the pupil is withdrawn to be educated outside the school system
- failure to return from an extended family holiday after both the school and the local authority have tried to locate the pupil
- a medical condition prevents a pupil from attending and returning to school before ending compulsory school age
- in custody for more than four months
- 20 days continuous unauthorised absence, and both the school and the LA have tried to locate the pupil
- left the school but did not know where he/she had gone after both the school and the LA tried to locate the pupil

Pupils of non-compulsory school age can only be deleted where:

- they have left the school
- 20 days continuous absence without good reason
- death
- permanent exclusion

Where a pupil is to be deleted from the admissions register, the school must provide the local authority with:

- the full name of the pupil
- the full name and address of any parent with whom the pupil lives
- at least one telephone number of the parent with whom the pupil lives
- the full name and address of the parent with whom the pupil is going to live and the date they are expected to start living there, if applicable
- the name of the pupil's destination school and expected start date there, if applicable
- the ground prescribed in regulation 8, of which the pupil has been deleted from the admissions register

Information regarding removing any pupil from the register, other than those completing their compulsory education, must be discussed with the Director.

The School Leader should highlight to the commissioner when they have been unable to obtain the necessary information from the parents, for example, in cases where the pupil's address is unknown. It would also be appropriate to highlight any contextual information about a vulnerable child who is missing education, such as safeguarding concerns.

As pupils leave the school, the admissions register must be amended to reflect when they left and his/her destination.