



Admissions

Date	Review Date	Coordinator	Nominated Governor
4 th April 2018	August 2019	Annette Turner	Mary Bright

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)
- School Admissions Appeals Code (Wales)
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We wish to comply with the School Admissions Code of Practice; as an Alternative Education Provider Southend YMCA Community School under the funding agreement with the Department for Education, is limited to receive referrals directly from Local Authorities or commissioning Schools.

We will consider all applications for admission from commissioning schools or the local authority. As an alternative education provider to seek to be inclusive working with both challenging, vulnerable and often marginalized young people that are not able to sustain a school placement within the mainstream setting. We are an inclusive school and we believe we operate a fair and equal admissions policy.



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We will admit any child with a statement of special educational needs that names this school and is able to undertake the curriculum offered. Ensuring the student is suitably matched to the curriculum offered is essential; the school works closely with commissioning schools and referrals from the local authority.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;

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Nelson Mandela*



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- responsibility for ensuring that the school complies with all equalities legislation;
 - nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
 - responsibility for ensuring funding is in place to support this policy;
 - made effective use of relevant research and information to improve this policy;
 - responsibility for ensuring this policy and all policies are maintained and updated regularly;
 - responsibility for ensuring all policies are made available to parents and carers;
 - procedures in place to review within Governing Body Meetings.
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- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all prospective commissioners are fully aware of the:
 - admissions criteria;
 - how to apply;
- ensure that all applications are looked at fairly and openly;
- ensure all school personnel and commissioners comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy.

Role of Commissioning Schools and Local Authority

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Commissioning Schools and Local Authority must:

- be aware of and comply with this policy;

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook
- the school website
- meetings with commissioning schools and the local authority
- school events
- meetings with school personnel
- Headteacher reports to the Governing Body

Training

Training will be provided for the Headteacher and all members of the senior leadership team, and the nominated governor that deals with:

- All aspects of this policy
- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.



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A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Admission and Attendance Registers
- Equality
- Home-School Agreement
- Inclusion

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Annette Turner	Date:	4 th April 2018
Chair of Governing Body:	Jerry Glazier	Date:	23 rd May 2018