



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# ADMISSIONS AND REFERRAL POLICY



### Document Control

<b>This document has been approved for operation within:</b>	The Heights Burnley
<b>Date effective from</b>	November 2024
<b>Date next review due by</b>	October 2025
<b>Review period</b>	Annual

## **1.0 INTRODUCTION**

- 1.1 The Heights Burnley is a Key Stage 1 – Key Stage 4 Alternative Provision Free School for students who have found it difficult to succeed in a mainstream school.
- 1.2 The aim of a commissioned place at The Heights is to:
- Re-engage students with learning
  - Secure good progress for students from their starting points
  - Reintegrate students back into their mainstream school
  - Support pupils in Key Stage 4 to have a successful transition to employment, training or further education.
- 1.3 Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

## **2.0 NUMBER OF PLACES AVAILABLE**

- 2.1 The Heights Burnley will provide education for up to 110 students across an academic year.

## **3.0 REGISTRATION ARRANGEMENTS**

- 3.1 A student will be dual registered with their referring school being the home school. The length of these placements is usually 6 to 18 weeks and will depend on the student's needs and will be subject to review.

## **4.0 STUDENTS SUPPORTED BY THE SCHOOL**

- 4.1 The school will specialise in providing places for students who are showing a level of disengagement from mainstream provision which is placing them at risk of exclusion.

## **5.0 REFERRAL ARRANGEMENTS**

- 5.1 To acquire a place at the school, students must be referred by an educational establishment or local authority. Commissioners will use the referral form here <https://www.theheightsburnley.com/>

## **6.0 COMMISSIONING PROCESS**

- 6.1 Commissioner to email completed referral form to [referrals@theheightsburnley.com](mailto:referrals@theheightsburnley.com)
- The objectives and purpose of the placement must be clear on the referral form and demonstrate how the requested placement and duration is in the best interest of the child.
  - Incomplete referral forms will be returned for re-submission.
  - For pupils with an EHCP, the commissioner, Local Authority and parents/carers should have jointly agreed prior to the referral that a respite placement at this provision can meet the aims of the young person's EHCP plan.
  - The commissioner will receive a visit date for parent/carers, student and home school within 5 school days of the referral form being submitted.
  - Following the visit, the referral panel will convene and consider the application on an individual basis and decide whether the student's needs can be effectively met at this provision.

- The panel decision will be communicated with the commissioner within 7 school days from the referral form being submitted. Referral panels will take place on a weekly basis.

## **7.0 FUNDING**

- 7.1 Each full-time equivalent place in alternative provision free schools will attract base funding of £10,000 per place.
- 7.2 Commissioners will provide top-up funding above this base level to cover the total cost of provision. This top-up funding is based upon the student's assessed needs and the cost of meeting those needs in the school and will come from the local authority or school that commissions the place. Full details will be provided in the Service Level Agreement.

## **8.0 INDUCTION**

- 8.1 We liaise closely with our referring schools to find out as much background information as we can about each student before they begin. We aim to be aware of their individual needs and any issues, academic or personal, that they may have already experienced or are likely to experience. All students are initially assessed during their induction phase at The Heights including SEMH, Communication and Interaction, numeracy and literacy skills, phonemic decoding, reading comprehension, verbal and non-verbal reasoning and working memory. The tests highlight any areas of need and inform individual targets and classroom planning.

## **9.0 CRITERIA TO BE APPLIED IN RESPECT OF OTHER STUDENTS WHEN OVERSUBSCRIBED**

- 9.1 The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:
- Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989).
  - Students who live closest to the school in a straight line. Distance will be measured from the front door of a student's home to the front gate/door of the school. If students live exactly the same distance away from the school, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of the school.

## **10.0 OFFERS**

- 10.1 If we can accept a referral, we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, placement objectives, a start date, placement end date and the date by which the offer should be accepted.

## **11.0 PROCEDURE FOLLOWING AN OFFER**

- 11.1 When offer letters/emails are sent, if the commissioner fails to accept the place by the date set out in the letter/email, it will be assumed that the commissioner no longer wants the place and the offer will be withdrawn.

## **12.0 APPEALS AGAINST ANY REFUSAL TO ACCEPT A REFERRAL**

Wherever a referral is refused, the commissioner can submit an appeal to the Education Partnership Trust at [governance@ept-uk.com](mailto:governance@ept-uk.com) outlining reasons for the referral along with supporting documentation.

Any appeals will be heard within 15 school days and final outcomes notified within 5 school days.

### **13.0 COMPLAINTS**

13.1 Any objections to this policy or its application should be raised with the school through its normal complaints process which is published here <https://www.theheightsburnley.com/wp-content/uploads/Complaints-Policy-Mar-24-26.pdf>

13.2 If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk).

### **14.0 EQUAL OPPORTUNITIES**

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

### **15.0 REVIEW**

15.1 This policy will be reviewed at least annually and will be published on the school's website.

### **16.0 LINKS TO OTHER POLICIES**

16.1 This policy should be read in conjunction with the school's other policies published here: [Policies – Heights Burnley \(theheightsburnley.com\)](https://www.theheightsburnley.com)