




ADMISSIONS POLICY

Approving Body	Trust/Board
Date of First Approval	September 2014
Date of Last Amendment	March 2017
To be Reviewed	Annually
Responsible Officer	

BBIH KS4 & Post 16 commissioned places Admissions Policy ¹

A. General

BBIH is an alternative provision free school focused upon improving opportunities and outcomes for students who are not fulfilling their potential within mainstream schools. BBIH will provide education for students aged 14-19 (aged at least 14)

The aim of BBIH is to re-engage its students into education (if appropriate) and progression to employment, training or further education. Admission to BBIH will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

The admission of a student should not adversely affect the education and behaviour of the students already attending BBIH. Consideration will be given by BBIH to the type of difficulties and behaviours exhibited by the student and the like effects upon the students and staff at BBIH if that student joined BBIH.

Admission Criteria

- The school seeks to admit students who would thrive in an occupational business environment
- Demonstrate a commitment to their own success in the BBIH
- Demonstrate to the teachers they meet or work with during the application procedure that they would benefit from the education BBIH offers.

Students supported at BBIH

BBIH is for students who need alternative support over and above what is available in mainstream schools in order to fulfil their potential. This may include:

- Students who are showing a level of disengagement from, or inability to cope effectively within, mainstream provision
- Students who are pregnant or young parents
- Students who have been out of education for a prolonged period of time, including for medical reasons
- Students who have insufficient or inconsistent attendance
- Students who are experiencing significant bullying (including cyber-bullying)
- Students who are exposed to abuse, or considered to be at risk of abuse
- Students with additional needs that means they are struggling to cope with the curriculum and organisation of their mainstream school

Student Numbers

BBIH will admit up to the following full-time equivalent students at any one time:

Year Group	2014/15	2015/16	2016/17	2017/18 steady state
Key Stage 4	12FTE	34FTE	45FTE	55FTE
Post 16	8FTE	26FTE	35FTE	45FTE

¹This includes Post 16 AEN Commissioned places

Students will not be admitted in any Key Stage above the full-time equivalent number above unless exceptional circumstances apply.

B. Admission arrangements

To acquire a place at BBIH, applicants in KS4 (aged at least 14) have to be referred by an educational establishment or local authority (commissioners). BBIH's Deputy Principal manages the referral process. Once a commissioner makes contact with BBIH, the Deputy Principal (or nominated representative) arranges for a discussion with the prospective student, an appropriate commissioning representative and a parent/carer. In most cases, a student referral form will be completed at this stage; which includes prior attainment data in numeracy/literacy.

After the initial assessment, the Principal (or nominated representative) contacts the commissioner and parent/carer with details of the student profile and a recommendation for next steps. In most cases, the student then starts a 6 week (half termly) programme of study customised and tailored to suit individual student needs.

Depending on the type of placement (long-term/short-term, part-time/full-time), an Individual Learning passport will set out a route which will lead to opportunities for students to have access to accredited pathways (either through BBIH or the commissioning school). Places at BBIH are subject to on-going review. In exceptional circumstances, where the placement is deemed not in the best interests of the young person and/or other students, the commissioning agreement will be reviewed after the probationary 12 week period.

The views and wishes of young people and their families are an integral part of the referral process. BBIH also admits students who do not currently attend school or are at risk of being excluded, along with those who have a statement of Special Educational Needs (SEN) naming BBIH and where the School can meet those SEN.

Referral Process

Commissioners will refer students via the BMAT fair Access Panel the BBIH's Principal (or nominated representative) will maintain direct and regular contact with Redbridge and neighbouring local authorities. Referrals can be made through Negotiated Transfer, BMAT Fair Access Panel or other similar formal referral routes already in place in each of the Local Authorities. In addition, individual schools and academies can make direct referrals.

BBIH fair access panel will consider the following factors when determining whether to admit the student:

- Whether there is sufficient evidence of the student being eligible for BBIH in accordance with the 'Students supported at BBIH' section above.
- The extent to which BBIH has the expertise to support the student more effectively than the commissioner.
- Whether accepting the referral would have a detrimental impact upon
 - The education provided to other students, including consideration of group sizes
 - The wellbeing and health and safety of students and staff already at BBIH.
 - Places will not be offered to students who present with challenging behaviour to such an extent that this would prevent them from having access and equal opportunities within both BBIH and the other mainstream opportunities available as BIIH is located on the Beal Campus.

If admission is agreed, the Principal (or nominated representative) will agree the start date with the commissioner, and the commissioner will provide all required information to BBIH in advance of that start date, and the deputy Principal (or nominated representative), the commissioner, student, home, will agree the learning passport.

Direct Referral Contracts (Service Level Agreement between the School and Commissioners)

All referrals lead to an annually reviewed Service Level Agreement between BBIH and the Commissioner. The contracts usually run from September to July but, where there are available places, students can be referred to take up a placement at the beginning of any of the 3 school terms on a pro rata basis. If a student leaves BBIH mid-year fees will be payable for the full term in which they left

Although many students will be dual registered in KS4 and Post 16 AEN, BBIH will take responsibility for the progress of each student referred, including entry to formal examinations where appropriate. The 'top-up' cost depends on the level of need and is agreed and paid annually/termly in advance. All additional funding (for example pupil premium where applicable) must follow individual students. This is agreed through discussions with BBIH's Principal on a case by case basis.

In some cases (and where places are available), informal referrals (usually more short-term and part-time) can be made and support can be provided to respond specifically to an individual student's circumstances and specific needs at the time of the referral. Students referred this way cannot be guaranteed entry to formal examinations with BBIH. This will be considered on a case by case basis through discussions with BBIH's Deputy Principal. In some cases (e.g. Negotiated Transfer) local transfer arrangements may allow for trial periods up to 12 weeks.

C. Over-subscription criteria

If there are more referrals than places available, priority will be given to referrals in the following order:

- Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)
- Students who attend any of the founding schools: Beal High School and the Forest Academy
- Students who attend a NELTA² partner school³ firstly and secondly a maintained school, academy or free school within the London Borough of Redbridge
- BBIH will engage with commissioners and parents to prioritise and admit those with the greatest individual needs that are best suited to what BBIH can offer at the time, for example, if the curriculum offer can meet their identified need with a clear progression route and pathway

Procedure following an offer

When offer letters are sent, commissioners/applicants are given a date by which written acceptance of the place offered must be received by the School. If the applicant fails to accept the place by the due date, it will be assumed that s/he has refused the place.

D. Objections

Any objections to this policy or its application should be raised with BBIH through its normal complaints process. If the objector is not satisfied with the resolution, they are able to object to the Education Funding Agency (EFA) or its successor.

Equal Opportunities

BBIH is committed to equal opportunities and admits students across the full spectrum of academic abilities. The aim is that BBIH should broadly reflect the community of Greater London. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

² NELTA: North East London Teaching Alliance

³ NELTA partner schools: ICHS, Mayfield, Stratford, Redden Court, West Hatch, Frederick Bremmer, Lammas, Woodbridge, B&D Tuition Centre.

Admissions Appeals

Policy

The objectives of the Admissions Appeals Policy and Procedure are to ensure that:

- Applicants are given a second chance
- The School's admission appeals procedures are clear
- Throughout the process of admissions the proper procedures are followed

Procedure

- The commissioner/applicant believes that this is because the admissions procedure has not been properly and fairly applied, s/he may:
 - Appeal in writing to the Chair of Governors
 - Send this appeal letter to arrive at the school within fourteen days of the decision being communicated to the applicant
 - In the case of KS4 & Post 16 AEN applicants, the commissioner must write the letter
 - The appeal letter must state clearly the grounds for appeal, detailing the way in which the School's admissions procedure is believed to have been applied improperly.
 - We recommend you obtain proof of postage for all appeals correspondence.
 - The school will then send a letter from the Chair of Governors acknowledging receipt of the appeal. If s/he is not satisfied that the appeal is made on an allowable basis (i.e. failure by the school to follow its published admissions procedure) s/he will write to say this and there will be no further consideration of the matter.
 - Appeals made on an allowable basis will be considered by the Chair of the LGB who may convene a panel of three people, which may include the Chair of Governors. The commissioner will be able to attend the appeal to state their case.
 - After careful consideration of the procedure followed, the panel will decide whether to:
 - uphold the original decision **or**
 - refer the application back to the school to be considered afresh.
 - The decision of the Chair of Governors/sharing panel is final and will be communicated in writing.

We strongly recommend visiting BBIH before applying. This will enable commissioners, parents and applicants to understand the way in which BBIH works.

This policy will be reviewed annually with on-going review in response to changes in policy and legislation

Admissions to BBIH Post 16

BBIH offers a Level 2 & 3 alternative occupational route Post 16 including full and part-time placements

The capacity for BBIH Post 16 when full is 45 Full-Time equivalent students

Admission to the BBIH will be from:

1. Pupils in Year 11 at Beal High School & The Forest Academy
2. Pupils from outside of those schools within Redbridge & neighbouring authorities

Students on roll at Beal High School and The Forest Academy are required to apply for a place in the Sixth BBIH as are students from other schools and authorities

Students will be admitted into the Sixth BBIH at the start of the autumn term in each academic year. Mid-year admissions will be considered on a case by case basis.

Oversubscription Criteria

Where the number of eligible applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:

1. Looked after children, that is children who are in the care of local authorities as defined by section 22 of the Children Act 1989, subject to meeting the specific entry criteria for their chosen programme of study.
2. Internal Year 12 students completing 1 year courses subject to meeting the specific entry criteria for their chosen programme of study.
3. Internal Year 11 students subject to meeting the specific entry criteria for their chosen programme of study.
4. External applicants subject to meeting the specific entry requirements for their chosen programme of study where places are still available on that programme.

Where there are more external applicants than places available, applicants will be ranked according to their predicted grades.

Should a tiebreak be necessary, priority will be given to applicants:

1. Attending partner schools and
2. Based on the shortest measured walking distance from the child's home to the main entrance to the school as measured by the Authority's geographic measuring system. In using distance as a tie-breaker, should there be more than one applicant for a final place living an identical distance from Beal High School, the Authority will use the random allocation facility within the Tribal "Admissions and Transfers System" pupil database.

The number of students who have applied for each course will need to be taken into account, meaning that extra students can sometimes be accommodated over the admission number if the pupils' chosen course is not full.

Appeals

Should admission to the BBIH be refused, applicants can request details of the statutory appeals procedure from the BBIH.

Contact:

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