



LINKS
ACADEMY
MULTI ACADEMY TRUST

EXCITING OPPORTUNITIES • WIDER HORIZONS • SUCCESSFUL FUTURES

Admissions Policy

May 2025

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Admissions Policy May 2025

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Committee:	Academy Academic Improvement Committee (AAIC)
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Amendments

Periodically the Senior Leadership Team and Board of Trustees will add to or revise the content within this policy. Any revision made are noted below.

Edition	Date	Revision made by	Content revised
1.0	26.02.20	Mr Allen	Updated to MAT
2.0	01.02.22	Mr Allen	No significant
3.0	May 2025	Mrs Marwaha	No Changes
			Names may be redacted for GDPR and Cyber Security Reasons.

Please note that for the purpose of this policy, the following terminology will apply:

Headteacher	Head of School, Headteacher, Executive Head
Trust	Links Multi Academy Trust
School	Links Multi Academy Trust, Links Academy Hatfield/Cedars
Parent	Parent means the person with parental responsibility and could be the carer.

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1. Priority Referrals to Links Multi Academy Trust

- 1) Children who have been permanently excluded from mainstream schools ⁽¹⁾
- 2) Children who are at serious risk of being permanently excluded from mainstream schools ⁽¹⁾
- 3) Children with a troubled educational history ⁽²⁾ who have recently arrived in the area and who cannot be placed immediately in a school

(¹) Requests for admission to Links Multi Academy Trust of children who have been excluded from special schools should be considered by the Headteacher and Lead Officer outside of the Integration Panel process. Admission will only be agreed if it is considered that the Links Multi Academy Trust will be able to meet the child's needs during his/her stay

(²) Previous history of fixed term exclusion, permanent exclusion or a history of managed move.

Looked after Children who do not have a school place (often due to a change of care placement) or who are at serious risk of permanent exclusion should be given priority treatment.

2. Use of the Links Multi Academy Trust

The role of the Links Multi Academy Trust is to provide full-time education for children as an interim arrangement while appropriate substantive placements are being secured (ideally, an interim placement should be expected to last for no more than 10 weeks with a review after 8 weeks; the review, however, may result in an extension to the interim period with further reviews as necessary).

In addition to this, Key Stage 4 students can be provided for at Links Multi Academy Trust. This provision could either be provided on a full-time basis or as part of an alternative programme arranged by the child's school.

Access to the Links Multi Academy Trust by students with EHC plans is also via integration panel

3. Referral Process

3.1 Permanently excluded students

Permanently excluded students are entitled to receive full time provision (25 hours) on the 6th day following on from the Headteacher's decision to permanently exclude.

- The referral process for all admissions to the Links Multi Academy Trust should be managed through the Integration Panels
- The referral process is managed by the relevant Integration Manager, with the support of the SEN Team Manager where the child has an EHC plan.
- The Integration Manager to the Links Multi Academy Trust should refer all children who have been permanently excluded in order that provision can be made available to the child on the 6th day of exclusion pending the outcome of the Governing Body's hearing.

- If the Headteacher of the Links Multi Academy Trust is concerned that immediate admission may not be appropriate on health and safety grounds he/she should carry out a risk assessment and liaise with the Integration Manager so that appropriate action can be taken to reduce the assessed risks to acceptable levels. In exceptional cases it may be considered that the levels of risks cannot be reduced to acceptable levels that would enable the child to be admitted to the Links Multi Academy Trust – in such situations the Integration Manager, the SEN Team Manager (where appropriate) and the Headteacher of the Links Multi Academy Trust should work together to find appropriate provision for the child.
- Students with EHC plans are entitled to short-term provision at Links Multi Academy Trust Multi Academy Trust. While alternative provision is being sought by SEN team.

The Links Multi Academy Trust Headteacher will determine the appropriate admission process in accordance with the needs of the referred child and in accordance with the requirement to provide access to full-time education for permanently excluded pupils.

3.2 Students referred as a Managed Move

- Children who are at serious risk of permanent exclusion and need to be considered for admission to Links Multi Academy Trust should be referred to the local Integration Officer and should remain on their school roll until they have been admitted to an alternative school.
- Children with a troubled educational history, but who have not been permanently excluded (and any other children identified by the Integration Manager as a high priority) who have recently arrived in the area and cannot be placed immediately at a school should be referred through the Integration Panel process if provision at the Links Multi Academy Trust is deemed to be appropriate following a discussion with the Links Multi Academy Trust Headteacher.

There has been significant reductions in the numbers of students who have been permanently excluded from local schools; in most cases students have been able to attend Links Multi Academy Trust on a 'managed move' basis prior to either returning to a school (mainstream or special) or agreeing to remain at Links Multi Academy Trust until the end of Year 11.

The process that has evolved has been successful because of the hard work and commitment of all of the schools and Links Multi Academy Trust in ensuring that both the student and their parents / carers understand and appreciate the need for a 'fresh start' either because of persistent unacceptable behaviour or because behaviour is unacceptable to the school and is in conflict with the policies of the school.

The process is as follows:

1. The school contacts the local Integration Officer and alert him/her that a student has behaved in such a way as to make their position at school untenable. The Child and Parent/Carers will be invited to the next available Integration Panel.
- Our expectation would be that for students who have had a 'history' of poor behaviour they would be known to us via Outreach, one other agency and would be in receipt of a

Families First Assessment or an IEP and their Tier 2 provision and Tier 3 has been considered.

2. Prior to the Integration Panel Meeting the school will already have discussed with the parents and student the issues that have arisen and why a move away from the school is now required.
 - The school will provide a completed referral form in advance of this meeting, in order to 'hand over' relevant information.
 - During the Integration Panel the panel will make a decision about the student's attendance at the Links Multi Academy Trust, the length of period that they will attend the Links Multi Academy Trust for and where appropriate when they will return to their home school.
 - The School will then provide The Links Multi Academy Trust with the most up to date realistic attainment data, all of the students' exercise books and coursework before the student starts at the Links Multi Academy Trust.
3. An induction meeting is then arranged for the parents and student at Links Multi Academy Trust normally within 5 working days. A programme is agreed with the parents and student.
 - The student remains on the school roll until such time as Links Multi Academy Trust notify the school that the student has now reintegrated back into another school or they are removed from the school roll in the Annual Census of year eleven.

4. Children with Statements/EHCP's

It is appropriate for children with statements/ECHPs' attending (or excluded) from mainstream schools to be admitted to Links Multi Academy Trust as interim provision, but the following should be determined during the admission process: -

- The short proposed length of the child's stay at Links Multi Academy Trust (this may be subject to review) to allow time for the SEN team to organise provision.
- The substantive educational placement (e.g. special school, mainstream school). Where a child is admitted to Links Multi Academy Trust from a mainstream school reintegration to a mainstream school should be considered as the first option.
- It may be considered that the child's educational needs can be met appropriately by Links Multi Academy Trust in order to complete their statutory education. In these cases, it will not be necessary for the Local Authority to determine the special educational provision and the SEN Officer should consult with parents about ceasing to maintain the statement (Parents retain the right to register an appeal with SENDIST if they disagree with the ceasing of the statement)
- The Links Multi Academy Trust should never be considered to be the appropriate provision on a child's statement since DfE guidance for schools and Local Authorities clearly states that if a pupil's long-term needs cannot be met in a mainstream school, a special school rather than a ESC should be named on a statement of special educational need/ECHP.'

Policy Review – Admissions

This policy will be reviewed in full by the Academy Academic Improvement Committee (AAIC) bi-annually but may be reviewed and updated more frequently if necessary.

The policy was last reviewed and agreed by the AAIC and the Trustees in May 2025.

It is due for review in May 2027 up to 24 months from the above date.

Signature
Mr Allen
Executive Headteacher

Date 16 May 2025

Signature
Mrs Lynch
Chair of Trustees

Date 16 May 2025