



# BEP Group: Policy Pack

staff, volunteers, learners & consultants



## Admissions Policy

Last review: August 2021, Next review: August 2024

## **1. Introduction**

- 1.1. This document sets out the policy and process for admissions to BEP Academy.
- 1.2. BEP Academy takes students from Year 8 (in the last half term of the summer), Year 9, Year 10, Year 11 and Year 12.
- 1.3. Students are referred directly to BEP by schools and/or local authorities.
- 1.4. We do not currently accept referrals directly from Parents/carers.
- 1.5. BEP Academy offers an alternative pathway to students who are better suited to a smaller setting and require a high level of pastoral support.

## **2. Aims**

- 2.1. The aim of this policy is to ensure that we have a clear process for schools and Las to follow when referring students and that we receive all the relevant information, so that students are able to progress and are safe.

## **3. Procedure**

- 3.1. If the referring school has not worked with BEP Academy in the present academic year, a service level agreement is issued
- 3.2. The referring school or LA completes a referral form and contacts the Principal to discuss the student's requirements.
- 3.3. The referral should include contact details, the programme requirements, current attendance, previous attainment, medical and sanction or risk assessment details along with copies of any SEN or other relevant information, if relevant
- 3.4. BEP Academy will make contact with parent/carer and arrange an initial interview
- 3.5. At the initial interview the programme content and qualifications are discussed and agreed with the parent/carer and student, as well as our behaviour agreement and code of conduct
- 3.6. The Parent/carer(s) complete a consent form and updated medical and contact information
- 3.7. Parent/carer(s) and student(s) are issued with a programme handbook

- 3.8. Student completes a student agreement form
- 3.9. The student will undertake a diagnostics assessment to ascertain levels and to assist with timetabling.
- 3.10. Timetable and starter paperwork are provided to parent/carer and student, the school are also provided with a copy of the student timetable.
- 3.11. Children will then complete a trial period to ensure BEP Academy is the right provision to meet their needs.
- 3.12. On successfully completing a trial period, children already on the roll of a referring school or referred by a local authority, who receive the majority of their education at BEP Academy, may transfer to BEP Academy's roll, by completing a managed move.

#### **4. Policy review**

- 4.1. This policy and all policies at BEP Group will be reviewed and updated by the leadership team as per our policy review cycle.