



Blue Sky Learning



Admissions Policy

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Admissions procedure
4. Oversubscription criteria
5. The admissions register
6. Monitoring and review

Statement of intent

A pupil's education is one of the most important parts of their life, and at Blue Sky Learning we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the school's procedures for admissions. The process is fair and in-keeping with the school's obligations under the Equality Act 2010 and the Education Act 1996. The school promises to provide all admitted pupils with a safe environment to learn and develop.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:
 - Education Act 1996
 - The Education (Pupil Registration) (England) Regulations 2006
 - Equality Act 2010
- 1.2. This policy operates in conjunction with the following school policies:
 - **Attendance and Absence Policy**
 - **Records Management Policy**
 - **Equal Opportunities Policy**
 - **Data Protection Policy**
 - **Appeals Policy**

2. Roles and responsibilities

- 2.1. The school is the admissions authority and is responsible for establishing fair admissions arrangements for potential pupils which are in line with the Equality Act 2010.
- 2.2. The advisory board and the Principal will collaborate with the proprietor of the school to agree on set admissions arrangements for the school.
- 2.3. The Principal is responsible for establishing the admissions arrangements for the school within this policy.
- 2.4. The Principal will ensure this policy is approved by the advisory board and proprietor before being circulated to key stakeholders (if applicable).
- 2.5. The school will ensure all provisions are fair and do not discriminate against any protected characteristic.
- 2.6. The advisory board will ensure there is a robust appeals procedure in place, in the event of a parent appealing the decision to not offer their child a place at the school.
- 2.7. The school will ensure any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

3. Admissions procedure

- 3.1. All applications to the school will be made in writing via the local SEND service or by individual school requesting an alternative provision package.
- 3.2. All applications are reviewed by SLT members as to whether the school can meet the child's needs
- 3.3. If the school believes it cannot provide a pupil with sufficient support, their application for a place at the school may be denied. This is with the pupil's best interests in mind, and the school will communicate any grounds for rejection with the pupil's parents and the commissioner of service.
- 3.4. On agreement of admission, The School Admissions Form will be completed by parents and submitted to the school prior to entry.
- 3.5. Any questions regarding the form or the admissions process in general will be answered by the Principal.
- 3.6. The school will ensure pupils with SEND are supported at all times.
- 3.7. The school puts in place reasonable adjustments where necessary to accommodate for pupils' further additional needs, e.g. for pupils with added SEND.

4. The admissions register

- 4.1. The school will keep an up-to-date admissions register of pupils in attendance at the school.
- 4.2. The admissions register will be stored in line with the school's Records Management Policy.

5. Monitoring and review

- 5.1. This policy will be updated annually by the headteacher.
- 5.2. All changes to the policy will be communicated with all relevant stakeholders.
- 5.3. The next review date for this policy is May 2021.