



**CALTHORPE  
ACADEMY**  
Skills for the life we want

# Admissions Policy

\*All policies are electronically signed and available on Governor Hub

Ratified by the Trust Board

Signed by the Trust Board

**Date: Nov 2023**

To be reviewed annually

**Date: Nov 2024**

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## 1. **Our Mission:**

'Calthorpe Academy aims to be a caring community dedicated to enhancing individual development, founded on high professional standards, mutual trust and respect for the essential worth and human dignity of all its members.'

## 2. **Introduction:**

Calthorpe Academy has its own admission authority and meets all the mandatory provisions determined by 'The School Admissions Code' and 'School Admissions Appeals Code' written by the Department for Education, both codes are available from [www.gov.uk/government/publications/](http://www.gov.uk/government/publications/). Calthorpe Academy is commissioned by SENAR and further details are available from SENAR, Directorate of Children, Young People and Families, P.O. Box 16289, Birmingham B2 2XN or online at [www.birmingham.gov.uk/senar](http://www.birmingham.gov.uk/senar).

## 3. **Procedures and Protocol:**

- 3.1 From April 2018 all pupils admitted to the Academy will have an Education, Health Care plan (EHC) already in place; whether this be in draft or finalised format.
- 3.2 The Academy accepts pupils with a wide range of SEN, which includes Severe Learning Difficulties, Profound and Multiple Learning Difficulties, Sensory Impairment and Autistic Spectrum Condition.
- 3.3 On occasions requests are received from Local Authorities to take pupils as part of the Education, Health and Care plan (EHC) process on an assessment placement basis. This will be for a six week period in the first instance and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the Academy.
- 3.4 Occasionally the academy will be approached by other Local Authorities to take pupils whom it is viewed that Calthorpe can meet the needs of outside of the Birmingham district. As an academy we reserve the right to judge whether the pupils needs can be appropriately met at our facility. Once this has been deemed as an appropriate setting, relevant care packages for the pupil will need to be agreed on before the pupil is able to be put on roll here at Calthorpe.

- 3.5 The board of trustees of the Academy will receive formal requests for placements from the LA. The Academy will consider each case on individual merits to ensure the pupil's needs will be best met within Calthorpe Academy and that the Academy has the space, staffing and resources to accommodate the pupil within its existing operational organisation.
- 3.6 Parents/carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the Academy by prior appointment.
- 3.7 Academy staff may make visits to both the pupil's school and family. When appropriate, staff will be supported by medical colleagues and translators.
- 3.8 Once admission has been agreed by the Principle and/or Heads of Department the Academy may visit the new pupil in their existing placement.
- 3.9 The Academy may offer taster sessions prior to admission, and is able to arrange phased entry into Academy life if applicable.
- 3.10 All pupils admitted to Calthorpe Academy must adhere to the Academy Attendance Policy and Academy Code of Conduct. Failure to do so may result in Calthorpe Academy removing pupils from school role.
- 3.11 The number of planned places for the academic year 2021/2022 will be 430.

#### 4. Changes

Description	Date	Page	Section
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