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**Admissions Policy**

**Reviewed: January 2024**

**Next Review: January 2025**

**Contents**

[1. Aims 3](#_heading=h.gjdgxs)

[2. Legislation and statutory requirements 3](#_heading=h.30j0zll)

[3.1 Alternative Provision Placements 3](#_heading=h.1t3h5sf)

[3.2 Specialist Placements 4](#_heading=h.1t3h5sf)

4. Placement Decisions 4

5. Monitoring Arrangements 4

**1. Aims**

This policy aims to:

* Explain how to apply for a place at the school
* Set out the school’s arrangements for allocating places to the pupils who apply
* Explain how to appeal against a decision not to offer your child a place

**2. Legislation and statutory requirements**

This policy complies with:

[**Section 43 Children and Families Act 2014**](http://www.legislation.gov.uk/ukpga/2014/6/section/43), and is in line with the Equalities Act 2010.

This policy also complies with our service level agreements, and Manchester Inclusion and Alternative Provision strategy.

**3. Admission Routes**

Music Stuff Education (MSE) only admits pupils through two routes: alternative provision and local authority specialist via the education health care plan (EHCP) process. MSE does not accept referrals/requests directly from parents/carers. Each route has specific obligations which will be fulfilled before a pupil is admitted into MSE.

MSE only accepts referrals for secondary age pupils 11-16 (Y7-Y11); applications for pupils outside of these age ranges will not be considered. Regardless of the route of entry, MSE will always attempt to garner as much information as possible on the child, before accepting admittance. This will include an analysis of needs, behaviour, and whether there are any known issues or conflicts with current MSE pupils.

**3.1 Alternative Provision (AP) Placements**

The majority of AP places will be commissioned during Summer 2, ready for Autumn 1 (the following academic year). MSE will commission from schools directly, and via the MIAPS framework. If MSE is oversubscribed, preference will be shown to commissioners who are purchasing bulk placements. Once commissioning has had preliminary acceptance, a service level agreement (SLA) will be completed before the admission of any placements.

Regardless of the commissioning intent, each potential pupil admitted will follow a stringent referral process:

* SPOC from referring school to propose a placement, detailing as much information as possible (length of placement, reasoning, emerging needs etc…).
* An MSE referral form will be completed.
* Once SLT approves of the admission, a pre-admittance meeting will be scheduled with the referring school, parent/carers, pupil and any other appropriate associated agency.
* During the meeting consents will be sought and a placement date/transition plan will be agreed.

**3.2 Specialist Placements**

LA SEND teams are welcome to propose MSE as a potential named school via the EHCP consultation process; however, MSE will not automatically accept consults. Whilst MSE is an SEMH provision, we acknowledge that SEND are diverse, and MSE is careful to admit pupils whose needs can be met within the school. The following referral process will be administered for all proposed SEND placements:

* Proposal consultation documentation sent (securely) from the LA to our SENDCO/SPOC; documents will be assessed, and an acceptance of continuation will be returned within 10 school days.
* Parent/carers/associated agencies will be invited to visit the school.
* If all parties wish to continue at this stage, a pre-admittance meeting will be scheduled and MSE will continue to collate necessary information.
* Where appropriate, MSE will also collect information from the pupil’s former school/provider, alongside any agencies involved with the pupil.
* Once formal agreement has been secured, the LA will issue a Final EHCP naming Music Stuff Educa

**4. Placement Decisions**

MSE is committed to fulfilling all formally commissioned AP places. Pupils will be placed in centres which are equipped for their needs; unfortunately, MSE cannot guarantee a placement in the same catchment area as a pupil’s previous school. During admission the Headteacher and SLT of MSE will place a pupil in a centre which is best suited to their individual needs, unless there is an extenuating circumstance (such as oversubscription or safeguarding) which deems the placement as unsuitable.

Where any centres are oversubscribed, MSE may admit a pupil in a different learning centre (further away), at the discretion of the Headteacher.

If placement within a centre becomes untenable, due to significant issues, MSE will work with the pupil and their parents/carers to provide a reallocation to another centre.

Once specialist places are full, MSE will work with LA SEND teams to ensure they are aware of when places are likely to become available again.

**5. Monitoring arrangements**

This policy will be reviewed and approved by the Headteacher every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school’s admission arrangements at least once every 7 years.