



Admission and Referral Policy

2026-27

Approved by Governing Body on	Autumn 2025
Internal review due:	September 2026
Full review and ratification due:	September 2026
Signed on behalf of the Governing Body by the Headteacher	



1.0 Introduction

Park Aspire AP Academy, part of Exceed Academies Trust, will admit pupils in accordance with these Admissions and Referral Arrangements.

Park Aspire AP Academy provides a caring, nurturing and developmental environment for children and young people who have been permanently excluded from school, are at risk of permanent exclusion, or require alternative provision due to exceptional circumstances. Through high-quality education, intervention and support, the academy seeks to ensure that every pupil moves successfully to their next destination feeling known, valued and understood.

Admission to Park Aspire AP Academy is through the referral arrangements outlined in this policy. Referrals may be made at any time during the academic year.

All admissions will be considered in accordance with safeguarding responsibilities, the needs of the child or young person, and the academy's capacity to meet identified needs.

2.0 Legislative Framework

This policy has regard to:

- Education Act 1996
- Education and Inspections Act 2006
- Alternative Provision Statutory Guidance
- Suspension and Permanent Exclusion Guidance (DfE 2022)
- SEND Code of Practice 2015
- Equality Act 2010
- Keeping Children Safe in Education
- Working Together to Safeguard Children

The academy will comply with all relevant statutory duties and guidance when making admission decisions and delivering alternative provision.

3.0 Pupils Supported by Park Aspire AP Academy

Park Aspire AP Academy delivers educational provision on behalf of Bradford Local Authority (LA) for children and young people who are unable to access mainstream education for a variety of reasons, including:

- Children and young people who have been permanently excluded from school.
- Children and young people who are at significant risk of permanent exclusion.
- Children and young people requiring alternative provision due to exceptional circumstances where a return to mainstream education is not appropriate at that time.
- Children Missing Education who, following multi-agency assessment, require alternative provision.

- Children and young people who require a short-term intervention placement to prevent permanent exclusion and support reintegration into mainstream school.

The academy provides tailored support and intervention programmes designed to improve outcomes, promote engagement with learning and support successful transitions to future education settings.

4.0 Number of Places Available

Park Aspire AP Academy provides education for up to 90 pupils at the Avenue Road site.

Places are available for pupils in:

- Reception
- Key Stage 1
- Key Stage 2
- Key Stage 3

Any pupil who has been permanently excluded from school will be allocated appropriate educational provision on or before the sixth school day following exclusion, in accordance with statutory guidance.

Capacity and Oversubscription

Where the academy is operating at or near capacity, referrals will be considered in consultation with the Local Authority.

Priority will be given to:

1. Pupils for whom the Local Authority has a statutory duty to secure provision.
2. Permanently excluded pupils requiring sixth-day provision.
3. Pupils whose placement is required due to safeguarding concerns or exceptional circumstances.

The academy will work closely with commissioners to identify suitable arrangements where demand exceeds available places.

5.0 Registration Arrangements

Where pupils are referred following permanent exclusion, they will remain dual registered between Park Aspire AP Academy and the excluding school until the exclusion process has concluded and registration is formally ended in accordance with Department for Education guidance.

Where a pupil is allocated a new school through the Fair Access Panel (FAP), registration arrangements will transfer in line with the Bradford Fair Access Protocol.

Pupils who are not on the roll of another school, have no current school place, or are new to the authority will be single registered with Park Aspire AP Academy.

Parents and carers will be informed of registration arrangements during the admission and induction process.

6.0 Admission Decision-Making

Referrals may be submitted by authorised agencies in accordance with this policy.

Final decisions regarding admission to Park Aspire AP Academy rest with the Headteacher or their designated representative, in consultation with the Local Authority and other relevant professionals where appropriate.

Admission decisions will take account of:

- Educational need
- Safeguarding considerations
- Placement suitability
- Available capacity
- Information provided by referring agencies
- The ability of the academy to meet the identified needs of the pupil

Lack of complete information will not automatically delay admission where there is a statutory duty or an identified need to secure education promptly.

7.0 Referral Arrangements

Referrals for places at Park Aspire AP Academy may be made by Bradford Local Authority and by primary and secondary schools through Bradford's Alternative Provision 3-Tier Model.

Appropriate referral documentation must accompany all referrals.

Who Can Refer?

Local Authority

The Local Authority may refer:

- Permanently excluded pupils
- Exceptional case pupils
- Children Missing Education requiring alternative provision
- Pupils requiring interim placements while long-term educational arrangements are secured

Schools

Schools may request temporary intervention placements through the Bradford Alternative Provision 3-Tier Model.

How to Refer

1. Permanent Exclusion Placements (Tier 3)

The Local Authority will contact Park Aspire AP Academy to request a placement.

The following documentation must be supplied:

- EX1 Form
- EX3 Form

The excluding school should notify the Local Authority immediately following a decision to permanently exclude.

The EX1 and EX3 forms should be submitted on the date of the permanent exclusion to enable the academy to provide education on or before the sixth school day.

2. Exceptional Cases

Where a young person is not attending mainstream school and a mainstream placement is considered unsuitable, the Local Authority may refer the case using the Alternative Provision Referral Form.

Relevant educational and professional information should accompany the referral to support planning and placement.

3. Step-Out Placements (Tier 2)

Where capacity allows, Park Aspire AP Academy may provide temporary, short-term intervention placements for pupils in Key Stage 1, Key Stage 2 and Key Stage 3.

These placements are intended to:

- Support pupils whose needs cannot currently be met within mainstream provision.
- Prevent permanent exclusion.
- Provide specialist intervention.
- Address behavioural, SEND, attendance, social, emotional or health-related barriers to education.
- Support successful reintegration into mainstream education.

Step-out placements form part of Bradford's Alternative Provision 3-Tier Model.

Schools seeking a placement must submit a referral through the agreed Alternative Provision referral process. Referrals will be reviewed and triaged through the appropriate Bradford partnership panel arrangements.

8.0 Permanent Exclusion Places

Pupils who have been permanently excluded from school will access places at Park Aspire AP Academy through referral from the Local Authority.

The academy will make every effort to admit pupils on or before the sixth school day following exclusion.

Following a successful induction meeting, pupils will be placed on the academy roll where appropriate.

The academy will work closely with the Local Authority to:

- Support pupils' educational progress.
- Assess future educational needs.
- Identify appropriate longer-term placements.
- Support applications for Education, Health and Care Plans (EHCPs) where appropriate.
- Provide reports and evidence to support placement decisions.

For pupils ready to return to mainstream education, Park Aspire AP Academy will support reintegration planning and transition arrangements.

Where additional assessment, specialist provision or EHCP processes are required, the academy will work collaboratively with the Local Authority to secure appropriate long-term outcomes.

9.0 Exceptional Cases and Prevention Placements

In agreement with the Local Authority, Park Aspire AP Academy may admit pupils in exceptional circumstances, including:

- Pupils without a school place who have previously attended alternative provision and are not considered ready for mainstream education following multi-agency assessment.
- Pupils identified as Children Missing Education who, when located, require alternative provision.
- Pupils requiring an interim placement while a suitable long-term educational provision is identified.

These placements will generally be short-term.

Where educational circumstances require a medium-term placement, this will be agreed in advance between the academy and the Local Authority, with clear educational objectives and review arrangements established.

The Local Authority remains responsible for securing appropriate provision once the agreed placement period ends.

10.0 Placement Reviews and Reintegration

All placements will be subject to regular review.

Reviews may involve:

- Parents and carers
- Referring schools
- Local Authority representatives
- Other relevant professionals
- Academy staff

Reviews will consider:

- Progress against agreed outcomes
- Attendance
- Behaviour and engagement
- Educational attainment
- SEND needs
- Safeguarding considerations
- Future placement planning

Where appropriate, reintegration plans will be developed to support a successful return to mainstream education.

11.0 Safeguarding

The welfare of children is paramount.

All admissions and referrals will be managed in accordance with the academy's safeguarding and child protection procedures.

The academy will seek relevant safeguarding information from referring agencies to ensure that risks are understood and appropriate support arrangements are in place before admission wherever possible.

Where safeguarding concerns are identified, these will be managed in line with statutory guidance and academy procedures.

12.0 Special Educational Needs and Disabilities (SEND)

Park Aspire AP Academy is committed to meeting the needs of pupils with Special Educational Needs and Disabilities (SEND).

Pupils with SEND, including those with an Education, Health and Care Plan (EHCP), will be considered for admission in accordance with statutory guidance.

The academy will:

- Work collaboratively with parents, schools, the Local Authority and external agencies.
- Make reasonable adjustments where required.
- Identify and assess barriers to learning.
- Provide appropriate support and intervention.
- Contribute to statutory assessment and review processes when necessary.

13.0 Commissioning Process

Point of Contact

Richard Morris
Headteacher

Martin Byron
Assistant Headteacher for Inclusion / SENDCo

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Email:

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- martin.byron@parkaspire.co.uk

Local Authority

Bradford Local Authority is responsible for securing suitable full-time education for permanently excluded pupils.

The Local Authority commissions Park Aspire AP Academy to support the fulfilment of this statutory duty. The academy provides up to 90 commissioned places.

14.0 Complaints and Appeals

Any concerns regarding the arrangements outlined in this policy should initially be raised with Park Aspire AP Academy through the academy's Complaints Policy.

The Complaints Policy is available at:

www.parkaspire.co.uk

If a complainant remains dissatisfied following completion of the academy's complaints procedure, they may contact the Education and Skills Funding Agency (ESFA).

Admissions Appeals

As Park Aspire AP Academy is an Alternative Provision Academy and placements are accessed through referral arrangements rather than parental applications, there is no statutory right of appeal against admission decisions.

Concerns regarding placement decisions should be addressed through the academy's complaints procedure.

15.0 Equality of Opportunity

Park Aspire AP Academy is committed to promoting equality, diversity and inclusion.

The academy welcomes pupils from all backgrounds and does not discriminate on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

All pupils have equal access to educational opportunities, support services and the curriculum.

16.0 Review

These arrangements will be reviewed annually by the Trust and academy leadership.

Any amendments for the following academic year will be published on the academy website.

17.0 Links to Other Policies

This policy should be read alongside the academy's:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Complaints Policy
- Equality Policy
- Attendance Policy
- Exclusions Policy
- Fair Access Protocol (where applicable)

All policies are available via:

www.parkaspire.co.uk