

# WSAPC Admissions Policy

## (V6)

### 1. Introduction

- 1.1 This document sets out the admission arrangements for the West Sussex Alternative Provision College ('the WSAPC'). West Sussex County Council is the admission authority for the WSAPC.
- 1.2 West Sussex County Council has an admissions process which must be followed by any referring organisation before a pupil can be enrolled at the WSAPC.
- 1.3 West Sussex County Council operates a fair, objective and transparent admissions process.

### 2. Admission Arrangements

- 2.1 Pupils of compulsory school age can only be admitted to the WSAPC by being referred by local authorities, schools and academies. The referral must be made to West Sussex County Council as the admission authority.
- 2.2 This means that the arrangements for admission differ from other maintained schools in West Sussex.
- 2.3 All admissions are made via a referral process. Each pupil will be assessed individually by West Sussex County Council to ensure that a place in the WSAPC is both appropriate and in their best interests.
- 2.4 The table below sets out the majority of circumstances under which a referral may be made (the list is indicative only):

Circumstances	Type of referral
Pupil is permanently excluded	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Long term or short term</li> <li>• Education must start by the sixth day of permanent exclusion but can start earlier.</li> </ul>
Pupil has a fixed period exclusion	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Short term – up to 45 school days in an academic year</li> <li>• Education must start by the sixth day of a fixed</li> </ul>



	period exclusion but can start earlier.
Pupil cannot attend education due to illness (section 19 Education Act 1996)	<ul style="list-style-type: none"> <li>• Part-time if medication reasons make this appropriate</li> <li>• Long term or short term</li> </ul>
Pupil has behavioural issues (including pupils at risk of exclusion and those directed off-site for education to improve their behaviour)	<ul style="list-style-type: none"> <li>• Full-time or part-time depending on whether the pupil is receiving education elsewhere to make up to full-time.</li> <li>• Short term or medium term. Placement cannot last beyond the end of the academic year in which it is made and must be reviewed at least every 30 calendar days by the governing body of the referring school.</li> </ul>
Young mother	<ul style="list-style-type: none"> <li>• Short term – up to 18 weeks</li> <li>• Full-time or part-time depending on the young mother's circumstances</li> </ul>
Children with statements of special educational needs without a school place (or undergoing statutory assessment)	<ul style="list-style-type: none"> <li>• Full-time or part-time</li> <li>• Short term or medium term or long term</li> </ul>
Looked after children without a school place, or at immediate risk of permanent exclusion	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Short term whilst appropriate mainstream provision is made</li> </ul>
Looked after children who have been permanently excluded	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Short term or long term</li> <li>• Education must start on the first school day after the permanent exclusion</li> </ul>
Children whose Elective Home Education has been failed	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Short term or medium term</li> </ul>
Children who are identified as Children Missing Education	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Short term or medium term</li> </ul>
Children considered under the Fair Access Protocol	<ul style="list-style-type: none"> <li>• Full-time</li> <li>• Short term or medium term</li> </ul>

- 2.5 The number of places available in the WSAPC is 292. These places currently exist across 7 facilities, situated in the more densely populated areas of the County, and combined can meet the needs of boys and girls aged 5 to 16 who are either permanently excluded or at risk thereof, suffering extended periods of sickness or, for medical reasons, are unable to attend school.
- 2.6 The WSAPC aims to provide flexibility in places and therefore the numbers admitted in specific locations and key stages is subject to change. Pupils may be accepted into relevant year groups depending on demand. However, it is intended that the total number of places available at any one time is 292.
- 2.7 There must be exceptional circumstances for a greater number than 292 pupils to be admitted.
- 2.8 Places will be reviewed by West Sussex County Council in conjunction with WSAPC at agreed intervals, in line with good practice and statutory guidance.

### **3 Oversubscription Criteria**

- 3.1 Places which are requested for pupils will be prioritised using the following criteria:
- 3.1.1 Children with statements of Special Educational Needs or Education, Health and Care Plans
  - 3.1.2 Children who have been permanently excluded and those who have a medical reason which means that they cannot attend a mainstream school
  - 3.1.3 Children who are looked after and at risk of exclusion

### **4 Appeals**

- 4.1 The statutory admission appeals process does not apply to the WSAPC.