



# **Lumen Academy**

Embrace

Educate

Empower

## **Admission Policy**

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**Policy Date:** August 2024

**Review Date:** September 2027

## Document History

| Version | Status |  | Date   | Author  | Summary Changes                                                                                   |
|---------|--------|--|--------|---------|---------------------------------------------------------------------------------------------------|
| V1      |        |  | Aug 24 | M Sethi |                                                                                                   |
| V2      |        |  | Sep 25 | M Sethi | Number of pupil reduced from 35 to 25.<br>All reporting of referrals to be made to the principal. |
| V3      |        |  | Aug 26 | S Clark | Number of pupils increased to 30                                                                  |

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## 1 Aims

This policy aims to:

- Identify who the provision is for
- Explain how places are allocated at the academy
- Set out the academy's arrangements for allocating places to the referrals received

## 2 Legislation and statutory requirements

This policy acknowledges the following advice from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

As an independent academy, Lumen Academy is not required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

## 3. Definitions

Looked After Children are children who, at the time of making an application to an academy, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

Lumen Academy is an Alternative Provision, which caters principally for pupils of school age 7 to 18 years, who may not otherwise receive suitable education. The academy offers high-quality alternative provision for permanently excluded

pupils and those at risk of permanent exclusion, for a specific period (a turnaround placement) or until they can be re-integrated to mainstream education. As an Alternative Provision, the admissions arrangements differ from those of mainstream schools and are set within this policy.

Applications for places at Lumen Academy will originate from a number of sources:

- Direct from local authorities – permanently excluded pupils or those at risk of permanent exclusion from schools may be referred under section 10 of the Education Act 1996.
- Mainstream schools and academies may refer permanently excluded pupils (section 19 of the Education Act 1996), pupils at risk of permanent exclusion or pupils who they feel would benefit from their education being directed to the academy (section 29 of the Education Act 2002).

When a commissioner wishes to refer a pupil to the academy, the Secondary Placement Panel Referral Form must be completed in full and sent to the principal at the academy.

The referral form covers

- prior academic attainment
- target grades
- current subjects and course being studied, along with current performance and relevant accreditation details
- special educational needs and relevant interventions accessed by the pupil
- outside agencies that are involved with the family
- attendance and punctuality data
- a record of significant behaviour incidents, including exclusions
- details of any incidents of aggression that could pose a risk to the pupil themselves or others.

Due to the academy being an Alternative Provision, parents/guardians are unable to refer directly to us. We can only accept pupils through referral as it is the referring school who funds the cost of the placement.

## **5. How places are offered**

On receipt of a completed referral, the following key questions will form the basis for the next stages of the admission process:

- a) “Are places available at the academy?”
- b) “Can the academy provide a suitable education through the efficient use of resources to meet the needs of the referred pupil?”

Referral forms are scrutinised carefully by the academy’s Senior Leadership Team to ensure pupil being referred will have every possible chance to succeed. If places are available, and it is agreed that the needs of the pupil can be effectively met, an integration meeting is arranged, whereby a combination of the pupil, parent/carer, a representative from the commissioning school and any relevant outside agencies are invited to attend.

This meeting provides the opportunity for:

- the pupil and parent/carer to be familiarised with the organisation and physical structure of the academy, through tours and introductions to key staff;
- any questions that the pupil or parent/carer may have to be answered and any concerns raised with commissioning schools;
- the Home Academy Agreement and Behaviour Expectations to be discussed with the pupil and parent/carer;
- discussion around any medical requirements the pupil may have or need;
- the pupil to identify what he/she would like for their lunch order;
- start dates to be discussed and agreed.

## 6. Allocation of places

**6.1 Admission number** – Lumen Academy though has not got a published admissions number, but we aim to keep up to 30 full-time places. Pupils will be admitted into Year 2,3,4,5,6,7, 8, 9, 10,11,12 and 13 without reference to ability or aptitude, where places are available.

**6.2 Referral Process** – Lumen Academy occupies a single building; as a result, admissions are taken into consideration based upon whether the pupil’s behaviour enables them to be safely inducted into the school and does not pose a risk to staff and other pupils. In addition, whether the pupil can be supported safely with the current staffing levels and resources available will also be evaluated.

On occasion, Lumen Academy may not be suitable for a particular pupil. Where this is the case, the referrer will be notified. This may be because of a conflict or an altercation that has previously occurred with a pupil already in the academy (or within the community) or that we are unable to meet the young person’s needs. This will be discussed immediately after the referral form is received.

Pupils referred by the schools or local authorities are intended to be a short-term, turn around solution. This is usually two academic terms for pupils in Years 5,6,7, 8, 9, and 10,12 and 13 and three terms for pupils in Year 11. The goal for all children should be to return to a suitable setting that meets their needs as soon as possible. On rare occasions, pupils may benefit from an extended placement.

We do accept admission of children and young people with an Education, Health and Care Plan (EHCP). It is possible for the child or young person to start with the academy if the following is correct:

- the needs of the child are best met in the academy
- the child wishes to enrol a course that academy is offering.
- parental preference is to educate the child in the academy.

Lumen Academy is not a proxy for SEND provision. Our ethos is also in line with the advice from the admission template from the DfE, which states: 'Alternative provision should not be used as a proxy for SEN provision nor as a solution for children who are not attaining high standards at other schools. They exist to re-engage children with education. They should normally aim to work towards reintegrating pupils back into mainstream provision.' However, Lumen Academy will discuss every child on an individual basis and take all issues into consideration.

**6.3 Oversubscription criteria** Where there are more applications for places than are available, a waiting list will be held and operated by the academy. When a place does become available, and to ensure that vulnerable young people are offered a school place as soon as possible, places will be prioritised to pupils based on the following criteria:

- I. Looked after Children;
- II. Previously Looked after Children
- III. Children who are homeless;
- IV. Vulnerable children, i.e. where child protection procedures are on -going;
- V. Children who have been out of education for two months or more (where more than one child meets this criterion the period beyond two months will be used to prioritise any application);
- VI. Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- 7
- VII. Children with unsupportive family backgrounds for whom a place has not been sought;
- VIII. Children with special educational needs, disabilities or medical conditions)
- IX. Children who are young carers;
- X. Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- XI. Length of time out of education.

## **7. Appeals**

Commissioners have the right to appeal against the refusal of a place at the academy should they apply and be denied. Commissioners wishing to appeal

must contact the academy to establish the correct procedure, as per the academy's Complaints Policy.

## 8. Monitoring arrangements

This policy will be reviewed and approved by the principal every year. The number of pupils on roll and reason for unsuccessful referrals/appeals will be shared with the advisory board each term with advice on any implications, plus feedback from commissioners and parents.

|                       |              |                                |
|-----------------------|--------------|--------------------------------|
| Reviewed By:          | Summer Clark | September 2026                 |
| Next Review Date:     |              | September 2027                 |
| Approved by Director: |              | 1 <sup>st</sup> September 2026 |
| Signed:               |              |                                |



Monika Sethi  
Principal and Director

## Referral Form

|                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"><li>• <b>Young Persons details including Name:</b></li></ul>                  |  |
| <ul style="list-style-type: none"><li>• <b>Gender:</b></li></ul>                                                |  |
| <ul style="list-style-type: none"><li>• <b>Address:</b></li></ul>                                               |  |
| <ul style="list-style-type: none"><li>• <b>Name of referring school/ most recent school attended;</b></li></ul> |  |
| <ul style="list-style-type: none"><li>• <b>Previous schools :</b></li></ul>                                     |  |
| <ul style="list-style-type: none"><li>• <b>Year group:</b></li></ul>                                            |  |
| <ul style="list-style-type: none"><li>• <b>UPN:</b></li></ul>                                                   |  |
| <ul style="list-style-type: none"><li>• <b>Ethnicity:</b></li></ul>                                             |  |
| <ul style="list-style-type: none"><li>• <b>FSM:</b></li></ul>                                                   |  |
| <ul style="list-style-type: none"><li>• <b>PP:</b></li></ul>                                                    |  |
| <ul style="list-style-type: none"><li>• <b>EAL, 1st language, home language</b></li></ul>                       |  |
| <ul style="list-style-type: none"><li>• <b>CiN:</b></li></ul>                                                   |  |
| <ul style="list-style-type: none"><li>• <b>CP:</b></li></ul>                                                    |  |
| <ul style="list-style-type: none"><li>• <b>LAC:</b></li></ul>                                                   |  |
| <ul style="list-style-type: none"><li>• <b>CAF</b></li></ul>                                                    |  |

| Parent / Carer details                                                                        |  |
|-----------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>Names</li> </ul>                                       |  |
| <ul style="list-style-type: none"> <li>Relationship to young person</li> </ul>                |  |
| <ul style="list-style-type: none"> <li>Address/ contact details</li> </ul>                    |  |
| <ul style="list-style-type: none"> <li>Parental responsibility contact details</li> </ul>     |  |
| Ability and Potential                                                                         |  |
| <ul style="list-style-type: none"> <li>% Attendance :</li> </ul>                              |  |
| <ul style="list-style-type: none"> <li>Exclusions – No. incidents and No. days</li> </ul>     |  |
| <ul style="list-style-type: none"> <li>KS1 outcomes :</li> </ul>                              |  |
| <ul style="list-style-type: none"> <li>KS2 Teacher Assessment/ SATS:</li> </ul>               |  |
| <ul style="list-style-type: none"> <li>KS3 Progress/ Teacher Assessment:</li> </ul>           |  |
| <ul style="list-style-type: none"> <li>KS4 Predicted Grades:</li> </ul>                       |  |
| <ul style="list-style-type: none"> <li>Examining body (if accredited rate stated):</li> </ul> |  |
| Other assessments including                                                                   |  |

|                                                                                                   |  |
|---------------------------------------------------------------------------------------------------|--|
| • Reading age                                                                                     |  |
| • Spelling age                                                                                    |  |
| • CATS/ other                                                                                     |  |
| • PASS / other<br>attitudinal<br>assessments                                                      |  |
| • Assessment reports<br>from external<br>professionals                                            |  |
| • Option choices/<br>subjects currently<br>studying                                               |  |
| <b>Agency Involvement</b>                                                                         |  |
| • Agency                                                                                          |  |
| • Lead Professional                                                                               |  |
| • Intervention/support                                                                            |  |
| • Date started and<br>completed                                                                   |  |
| <b>Reasons for Referral</b>                                                                       |  |
| • Current challenges<br>for the learner                                                           |  |
| • Learner needs not<br>being met in school                                                        |  |
| • Preferred<br>programme of study/<br>intervention (linked<br>to 'ability & potential<br>section) |  |

|                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>• Expected duration of placement</li> </ul>                                                   |  |
| <ul style="list-style-type: none"> <li>• Expectations of placement outcomes ( linked to ‘ability &amp; potential section)</li> </ul> |  |
| <b>Safeguarding</b><br><b>Assessment of potential risk factors including:</b>                                                        |  |
| <ul style="list-style-type: none"> <li>• Offending</li> </ul>                                                                        |  |
| <ul style="list-style-type: none"> <li>• Bullying</li> </ul>                                                                         |  |
| <ul style="list-style-type: none"> <li>• Arson</li> </ul>                                                                            |  |
| <ul style="list-style-type: none"> <li>• Physical Assault</li> </ul>                                                                 |  |
| <ul style="list-style-type: none"> <li>• Young Carer</li> </ul>                                                                      |  |
| <ul style="list-style-type: none"> <li>• Self-harm</li> </ul>                                                                        |  |
| <ul style="list-style-type: none"> <li>• Sexual exploitation</li> </ul>                                                              |  |
| <b>Parental Consent</b>                                                                                                              |  |
| <ul style="list-style-type: none"> <li>• Confirm parents are aware of the referral</li> </ul>                                        |  |
| <ul style="list-style-type: none"> <li>• Confirm parents agree to the referral</li> </ul>                                            |  |