

# Admissions Policy

Date of Issue: September 2021

Date of Review: September 2022

Admissions to Footsteps fully comply with the Education (Pupil Registration) Act 2006. A central student register is maintained containing required details of Names, addresses, parents and carers and contact numbers. Admissions are guided by the Footsteps Equality Policy which is compliant with the Equality Act 2010 and DfE guidance.

## 1. Principles

The following principles are applied in a manner consistent with Footstep`s continuing commitment to community education and the curriculum statement to the benefit of all pupils/students.

Footsteps does not discriminate in any way based on gender, ethnicity, religion or ability and will take all reasonable steps to provide for less able applicants.

Footsteps offers different types of provision and associated requirements where reasonably possible, if it is beneficial to the student. In appropriate circumstances, Footsteps may provide more favourable treatment to students with special requirements but will not do so to the detriment of other students.

Footsteps encourages partnerships with partnering agencies and makes every effort to avoid any conflict at a local and an authority level.

Footsteps maintains parental rights and makes every effort to enhance the ease of the process of admission for parents and children.

Footsteps is able to accept admissions throughout the year.

Footsteps provision is a long-term commitment and not at the expense of other provision, which will be supported by Footsteps where possible.

Footsteps accepts students in Years 8, 9,10 and 11.

Students have the course and all aspects of learning clearly explained before enrolment. This includes the requirements of each subject and qualification.

Following induction and teacher contact, all students are taught at the correct and appropriate academic level. This may require additional tutor time and differentiation where appropriate.

All students have to be referred by legitimate partnering agencies.

Footsteps calendar follows the Haringey Council`s Education Department academic school year dates.

Footsteps students continue to be registered at their referring agency.

Footsteps will work closely with referring agencies, outside agencies, and in particular, parents and guardians to ensure maximum possible progression is achieved by the students.

Footsteps works closely with referring agencies and parents/guardians on all student issues.

## **2. Referrals**

Footsteps requires all prospective students to visit the Footsteps Academy for an interview. Footsteps will explain the ethos under which it operates during the interview process, including how its internal systems operate. It is also important at this time to give the student and parent/carers a good idea what is available at Footsteps, and describe the ethos under which Footsteps operates. It is also explained to the prospective student what is expected of him/her. Subject to a successful interview, the completion of the students contract, code of conduct, and various permission slips, successful students can start immediately once Footsteps receives their referral form from the referring agencies.

Footsteps referral forms should be completed and returned to Footsteps prior to students attending. This form contains all relevant details concerning the student, such as UPN, address, next of kin, any behavioural issues, educational needs and other important information.