



# Admissions policy

**Approved by: H.Schofield**

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## Aims:

The primary goal of Safe Haven Alternative Provision of Excellence (SHAPE) is to re-engage students into education and facilitate their progression to employment, training, or further education. This admissions policy outlines the procedures for applying to SHAPE, the allocation of places, and the appeals process.

## Admissions Criteria:

- The normal admissions round allows for year-round referrals, catering to students aged 14-16.
- Looked-after children, as defined by local authorities, receive priority.
- Previously looked-after children, including those adopted or under child arrangements orders, are given due consideration.

## How to Apply:

To initiate the admissions process, potential referrers should contact Harvey Schofield, the designated school representative, via email at [hschofield@safehaven-ap.co.uk](mailto:hschofield@safehaven-ap.co.uk). Following initial contact, referrers will be required to complete necessary documentation, including the Referrer Form and Service Level Agreement (SLA).

Allocation of Places:

- SHAPE has an agreed admission number of 50 for entry in Year 9, 10 & 11.
- Priorities for admission include looked-after children, those with social or medical needs, children of staff, and siblings of current or former pupils.
- In case of oversubscription, a tie-breaker using random allocation will be applied.

## Fair Access Protocol:

SHAPE participates in Nottingham City Council's Fair Access Protocol to ensure swift school access for all children, especially those facing difficulties securing a place in-year.

## Appeals:

If a referral is unsuccessful, appeals can be made in writing to Harvey Schofield. Independent panels, unconnected to SHAPE, will consider appeals, and outcomes will be communicated within 20 days.

## Complaints:

Objections should follow the school's normal complaints process, detailed within the policies section at [www.shape-ap.com](http://www.shape-ap.com).

## **Equal Opportunities:**

SHAPE is committed to equal opportunities, admitting students of all abilities. There is an inclusive learning support program for students with special needs.

## **Review:**

This policy will undergo an annual review, with any amendments for the following September published on the school's website before the end of the preceding September.

## **Annex A - Commissioning Process:**

- Commissioners should contact Harvey Schofield.
- SHAPE is completely self-funded.

## **Annex B - Appeals:**

Example 1: Commissioners can appeal by providing supporting documentation. If the appeal is rejected, a final appeal can be made to SHAPE's board of directors.

Example 2: Commissioners can appeal in writing, and decisions will be communicated within 5 working days of a hearing.