



EVERTON
FREE SCHOOL &
Football College

Admissions Policy

Approved by:	Finance, Premises and Personnel
Approved:	January 2024
Next review date:	January 2026

Contents

• Introduction	3
• Related Documents	3
• Admission	4
KS3 and KS4 (aged at least 13 years old)	4
Aged 16 years and above	4
• Personal Student Profile (PSP)	4
• Funding / Costs	4
• Oversubscription	5
• Objections	5
• Monitoring, Evaluation and Review	5
• Glossary of Terms	6

Introduction

Everton Free School (EFS) is an Alternative Provision (AP) Free School. Students in years 9-11 between the ages of 13 and 16 years are admitted to the School. The Football College is a mainstream sixth form and admits students between the ages of 16 and 18 years.

The capacity for Everton Free School AP is a total of 120 students. EFS do not accept independent applications for admissions and only consider the admission of students by way of referral from a **Commissioner**, where mainstream education is either no longer an option or the student is effectively being managed out of mainstream education. Everton Free School's admissions criteria is further explained later in this policy.

Students arrive at EFS through many different routes. EFS therefore recognise that the admissions process in an alternative provision of education context, has to be flexible to accommodate the varying circumstances in which young people outside of mainstream education come to Everton Free School.

There are many ways students can find themselves registered with Everton Free School, whether that be fully or dually registered. Students can be referred by an Authority which may result in them becoming a registered student of EFS on a full time basis, typically following permanent exclusion from a mainstream institution. However, the majority of students are referred directly by schools and academies, and are dual registered between the institution and EFS.

Everton Free School endeavours to seek an arrangement which best suits the needs of each student, and therefore works with the relevant parties to ensure the best outcomes for individuals. Transition arrangements will be put in place to encourage the incoming student to settle into EFS confidently and quickly, and to ensure their needs are identified and comprehensively met from the outset.

Related Documents

(copies of which are available upon request)

- Department of Education Equality Guidance – May 2014
- Education (Pupil Registration) (England) Regulations 2006

Admission

- **KS3 and KS4 (aged at least 13 years old)**

To acquire a place at EFS, applicants in KS3 and KS4 have to be referred by a Commissioner.

Everton Free School's Head of School manages the referral process. Once a Commissioner makes contact with EFS, Head of School arranges for a discussion to take place with the prospective student, an appropriate representative from the Commissioner and a parent/carer. A referral form will be completed at this stage by the Head of School and where it is considered that EFS can take on the student, the student is placed on a six week trial.

All referrals lead to an annual commission/contract between Everton Free School and the Commissioner. The contract is usually run from September to July, but where there are available places, students can be referred to take up a placement at the beginning of any of the 3 school terms on a pro-rata basis.

Although many students will be dual registered, EFS will take responsibility for the progress of each student referred, including entry to formal examinations where appropriate, in consultation with the Commissioner.

Places at Everton Free School are subject to on-going review. In exceptional circumstances, where the placement is deemed not in the best interests of the young person and/or other students, the commissioning agreement will be reviewed after the initial half term/probationary period.

The views and wishes of young people and their families are an integral part of the referral process. EFS also admits students who do not currently attend school or are at risk of being excluded, along with those who have an EHCP.

- **Aged 16 years and above**

Everton Free School admits external Post:16 students to Year 12. These students may self-refer or be referred by an agency specialising in Post:16 placements, or through a discussion with their predecessor school. Additionally, some Post:16 students will have been referred to EFS during Year 11 and have attended at this level, and then subsequently progressed to Post:16 as a natural continuum.

Personal Student Profile (PSP)

A PSP will set out a route with the aim of leading the student to opportunities to take accredited examinations (either through EFS or the Commissioner). The PSP monitors attainment, behaviour, attendance and reading ages, and is updated on a termly basis. It acts as a report and discussion document for the Commissioner and Ofsted upon request.

Funding / Costs

Everton Free School meet the usual costs associated with free school education. However, there are certain additional costs which may be payable in order to provide the best educational experience for students.

'Top-up' costs, for example, are payable for students with an Education Health Care Plan (EHCP) or certain identified SEN need. The 'top-up' cost depends on the level of need, which is agreed and paid termly in advance. All additional funding available for the student (for example; free school meals and Pupil Premium where applicable) is payable by the educational

institution responsible for the student and must therefore follow individual students to EFS if applicable. This is agreed at the Commissioning Meeting.

Oversubscription

The School will support a maximum of 120 students aged 13-16 years at any one time, and 200 Post:16 students as we now have 3 sixth form colleges.

If at any time referrals exceed the number of places available at Everton Free School, first priority will be granted to Looked After Children who have individual needs, and SEN students with specific educational needs.

Next, EFS will engage with Commissioners to prioritise and admit those with the greatest individual needs that are best suited to the support that EFS offers at that time.

Objections

EFS' Head of School has discretion when deciding whether or not to admit a student to Everton Free School following the relevant admission process. EFS will consider recommendations made on behalf of a child by, for example, a Commissioner. Typically, where a referral has been made by a Commissioner, an admission will be made with mutual agreement between EFS' Head of School and the Commissioner, following the referral process.

In exceptional cases where Everton Free School's Head of School considers EFS not to be appropriate for an individual child, this decision may be appealed. Parents or Commissioners (where applicable) should write to the Principal outlining reasons supporting the admission and enclose any supporting documentation. The Principal will consider the appeal and reply within 28 days, outlining the school's position. If a place is not granted after that process, a final appeal may be requested by submitting a request to the Governing Body for a review. A final appeal should be put in writing to the Chair of Governors via Everton Free School. Cases will then be heard by at least 3 Governors (including the Chair) within 28 days of the request being received. Final outcomes are to be notified to the relevant persons within 5 working days of the hearing. Any further objections will be referred to the EFA.

In cases of SEN referrals where EFS is proposed to be named as the preferred School on the EHCP, the statutory processes set out in Annex C of the Funding Agreement or the Children & Families Act 2014 (for EHCPs) will be adhered to.

Monitoring, Evaluation and Review

The Principal will review and report the effectiveness of all policies as a regular feature of the termly updates to Governors. It is expected that Governors will challenge Everton Free School to ensure policies are relevant, up to date and implemented appropriately and consistently. This reporting will be informed through monitoring and evaluation on a regular basis by SLT. Views of stakeholders will also be sought through on-going consultation events, questionnaires, team meetings, training and informal discussion. The review of policies will be embedded within the Everton Free School self-evaluation process and will be related to the strategic development plans. The review cycle will ensure that every policy is checked annually/bi annually.

The effective monitoring of policies will involve each member of the SLT being allocated specific responsibility for reporting back the monitoring, evaluation and review of certain policies.

This policy will be reviewed bi annually by the Principal.

Glossary of Terms

Commissioner	An educational establishment or Local Authority
EFS	Everton Free School
ESFA	The Education and Skills Funding Agency brings together the former responsibilities of the Education Funding Agency (EFA) and Skills Funding Agency (SFA) to create a single agency accountable for funding education and skills for children, young people and adults.
EHCP	Education Health Care Plan
Exceptional Social / Medical Need	<p>Where the student's and/or the Parent/Carer's health and/or welfare would be best served if they attended the EFS. Parents would need to provide evidence in the form of a letter or report from a doctor, social worker or other professional in the area of children's health or welfare to support their case.</p> <p>Parents/Carers would have to establish that EFS is the best or only school to serve their child's and/or Parent's/Carer's needs. Parents/Carers would also need to state why other schools could not provide the appropriate support.</p> <p>The Governing Body of EFS will consider applications under this criteria and where necessary seek independent advice from professionals concerned with students' health and welfare.</p>
Governing Body	Board of Governors
Initial Induction Plan	This includes baseline testing in numeracy/literacy, signing a Partnership Pledge and agreeing to a timetable of study.
LAC (Looked After Child) CLA (Children Looked After)	A looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions (under section 22(1) of the Children Act 1989. A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption order, Child Arrangements Order (live with) (formerly Residence order), or Special Guardianship Order.
Partnership Pledge	A pledge entered into between the student and EFS as to the standards and commitment expected of the student.
Personal Student Profile (PSP)	A report which sets out academically the level the student is working at and records attendance and behaviour.
Principal	Steven Baker