



ADMISSIONS POLICY

Wey Education Ethos Statement

At Wey Education, we engage students to reach for a success level they have never imagined. We deliver high quality virtual educational experiences to all our students, fostering a sense of belonging and respect for one another as well as providing the skills to solve real world problems through a love of lifelong learning.

Admissions - principles

- InterHigh and Academy 21 are committed to welcoming students who reside in the United Kingdom and international students who reside abroad, irrespective of:
 - Age
 - Race
 - Sex
 - Disability
 - Religion or belief.
 - Sexual orientation
 - Gender reassignment
 - Pregnancy or maternity
 - Marriage and civil partnership.
- We will seek to identify, as safeguarding considerations, whether there are any adjustments required in relation to the protected characteristics cited above; for example, young adults who are transgender or gender fluid; young adults post-18 may have decided to start gender reassignment and so it important, upon admission, to check if they have a preferred name.
- Upon admission, we would wish to identify any children / young adults who may be particularly vulnerable, including those with eating disorders, those who self-harm, and those with ADHD and autistic spectrum disorders. We will ensure the registration system includes notification, for example from mentors, of when a student is, for example, a child or young person looked after by a local authority, a care leaver, a child or young person with a social worker, a young carer or a student residing in private fostering arrangements.
- At the point of registration, we ask parents / mentors to cite their child(ren)'s particular interests and hobbies, any medical needs or special educational needs, so that we can comprehensively plan for the admission and how we might look to meet those needs.
- We are fully flexible in terms of the timing of admissions; we encourage families and partners to register students for transfer to InterHigh / Academy 21 at the usual points of entry but are fully prepared to accept students mid-school year, often at short notice if that is of benefit to the family / agency seeking a place at InterHigh. We accept registrations all year around; there are no restrictions. Notice for registration is set at fourteen days, as this is the typical turnaround time.
- When a learner is fully enrolled with InterHigh, we notify the relevant Local Authority that they are receiving education from InterHigh. Similarly, we inform them when the child exits our roll. This is in relation to our safeguarding and student welfare procedures.

- Students for whom English is an additional language: please note that, whilst our curriculum and our intake are international, our courses are all taught through the medium of English and delivered by English-speaking, UK qualified teachers. We need to draw your attention to the implication this has for students wishing to enrol regarding their language proficiency in English.
- If parents / mentors wish us to consider a student's placement in a year group other than the chronological one, our registration form will enable this to be requested. However, please see our related **Admission Protocols** for details of the admissions criteria we use to consider such 'out-of-year study' placements and the related stipulations regarding safeguarding.

Admissions to Academy 21

- Admissions to Academy 21 are handled on a rolling basis throughout the year. Parents / mentors and local authorities contact us via the 'enquiries' email address when they are new customers. Existing customers register interest with their business development managers and account holders.
- Customers (generally schools or local authorities) are required to complete an enrolment form then agree to the terms of payment. We will be flexible about the agreed notice periods.

Admission of students with special educational needs including those with an Education, Health and Social Care Plan (EHCP)

Upon registration, we ask parents / mentors to share information about a student's specific interests, aptitudes and needs. When enrolling a student, parents / mentors are asked to include details of any special circumstances relating to the pupil's health, allergies, disabilities, special educational need which may be relevant to their participation in the education provided by InterHigh or Academy 21.

Parents / mentors are asked to declare, through the admissions process, where students intending to enrol do so with an Education, Health and Social Care Plan (EHCP).

Information on a student's special educational needs, especially where they have an EHCP, will be made available to staff.

As part of the Admissions process, we will request the name and address of the child's previous school, where relevant. If the student has an EHCP, a 'school reference' request will be sent out to the school from which the student is transferring, where this is relevant. The reference will seek an overview of the school's exit assessments of the student's needs and any action taken and the latest progress reports. It will request transfer, upon the student's entry, of copies of relevant professional reports, for example, an educational psychologist's report or professional reports from other agencies. It will request a copy of the EHC Plan itself. Alternatively, we would enquire of the family or local authority for this background information.

The Health and Well-Being Co-ordinator will receive this documentation and arrange an initial discussion with the family concerned. The Health and Well-Being Team will access and save EHCPs and related information confidentially on our pupil data management system and contact teaching staff to advise them of the specific needs of each student with an EHCP.



Early notification of any disability or impairment is of great value, as it will enable all staff to consider whether reasonable adjustments need to be made for a pupil during the admissions process and what reasonable adjustments, if any, can be made to support the pupil's future education. In order that Wey Education is fully compliant with the Equality Act, all staff are made aware of the duties towards children who are disabled and the 'reasonable adjustments' needed for particular children.

When a student's needs are significant and there is little progress following interventions and support from professional agencies the decision may be taken by the Head of Wellbeing to request an Educational Health and Care Plan. This process will involve presenting to the relevant local authority detailed records of our provision and its impact for their consideration. Parents and mentors will be fully involved in the process.

For further details, please see the related policy: Educational and welfare provision for students with an Education, Health and Care Plan (EHCP).

Safeguarding Statement

Wey Education is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This policy should be read in conjunction with our related policies on Child Protection and Safeguarding, E-Safety and Safer Recruitment.