



Admissions Policy

Date of last review by Local Governing Body	January 2026
Review cycle	Annual
Policy due for review by Local Governing Body	January 2027

Introduction

The Estuary Academy North (EAN) is an intervention service belonging to the Alternative Learning Trust. Its aim is to provide advice, assessment, therapeutic and educational intervention to ameliorate the difficulties and behaviours of the most challenging, troubled and disaffected pupils so that they can continue or return to be educated in mainstream schools.

The intention of the schools and the service is that permanent exclusion will no longer be necessary. At KS3, the prime aim is to identify primary needs and remediate challenging secondary behaviour by prior intervention with schools, part-time and/or full attendance at the KS3 provision and supported re-integration into school. At KS4 this aim continues, although with the acceptance that continuing full-time attendance away from school at the PRU or alternative provision/s, will be most suitable for some pupils.

The EAN Local Governing Body oversees EAN. It consists of a representative group of Head Teachers/Principals (or their nominated representatives) of the schools in North West Kent and the Executive Head Teacher/Head of School of EAN. Decisions will be made by a simple majority vote in line with the Terms of Reference for the Local Governing Body.

The purpose of this policy is to inform parents/carers/other professionals/schools of the process of admission.

Key Staff:

Executive Head Teacher Head
of School
Senior Leadership Team SEN
Department Safeguarding
Manager

Admissions

Each non-selective secondary school is allocated 5 places at any one time. Where additional places are required the Executive Headteacher/Head of School will work collaboratively with the home school Head Teacher to find a solution, particularly to prevent exclusion or to ensure that the students' needs are fully met where Alternative Provision is deemed more suitable for the remainder of his/her secondary education.

To ensure that the EAN can meet the needs of any additional pupils, remain within the agreed staff to pupil ratios and prevent negative impact of the main cohort an additional charge will be required for spaces above the commissioned number. This will ensure that appropriate provision can be provided through an increase in staff.

There are a small number of additional “emergency” places that will be allocated at the Gravesham or Dartford Inclusion panels both of which consist of Head Teachers from the North West of Kent schools. Recommendations to this panel are made through DIF & GIFT once an extensive support programme has been evidenced. This panel convenes approximately 12 times per year.

For the purpose of this policy, an academic year consists of 6 terms.

In accordance with the above each school accessing the service agrees to the following:

1. The school will agree to reintegrate pupils from Estuary Academy North when those pupils are deemed fit by the Headteacher in agreement with the home school.
2. The school will cooperate with the Service and in addition apply resources directed to assist with the successful reintegration of pupils when the service professionals deem it appropriate for return to mainstream.
3. The school will play its fair part with other schools in agreeing to take pupils on managed moves and/or monitored transfers, putting in place induction and support as appropriate.
4. Pupils accommodated by the Service will remain on the role of their existing school unless they have received permission for single registration from local authority.
5. The grammar schools will be participants in all the above and entitled to use the full services of Estuary Academy North. They will not have allocated places however can apply for emergency placement vis the panel or in direct contact with EAN.
6. Transference of places may be negotiated between schools, but only at cost value.

Permanently Excluded Students

All local authorities have a responsibility to provide full time education for all permanently excluded students who reside in that authority from the sixth day after the permanent exclusion. Students who have been permanently excluded from school, including those Kent residents in out of county schools, can be referred to EAN via the County’s Inclusion officer who will then contact parents to offer advice regarding the exclusion procedure.

This is subject to an emergency place being available and there being capacity within the provision to accept the referral.

Students residing in another Authority

All local authorities have a responsibility to provide full time education for students. The schools of Dartford & Gravesham have utilised delegated funding to provide the spaces at EAN. The cores spaces are therefore allocated, as above, to each Dartford, Gravesham or North Sevenoaks school. Where a neighbouring county or borough deem it suitable to seek provision at EAN and where the service has or can increase capacity to facilitate the referral, the referring authority take responsibility for the full cost of the placement.

Transport for these students also remains the responsibility of the neighbouring county or borough.