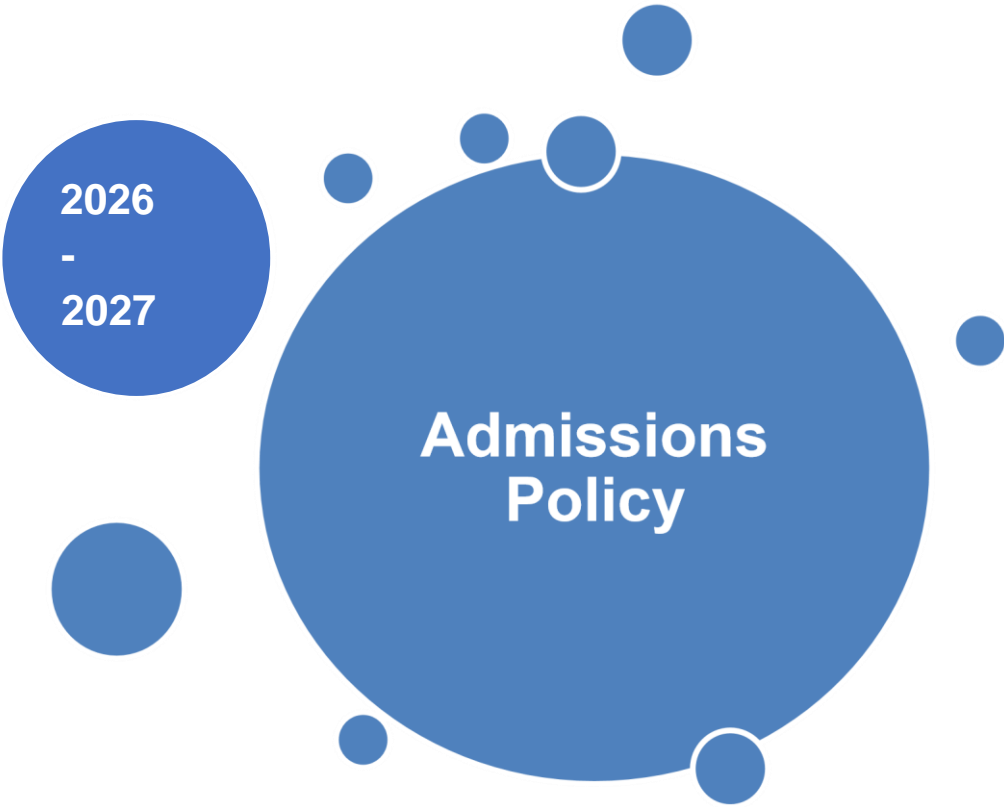


# The ContinU Plus Academy





# The ContinU Plus Academy Trust

## Admissions Policy



### Alternative Provision Free School - Academic Year 2025/26

#### A) Ethos

The ContinU Plus Academy (CPA) is an Alternative Provision Free School established by the CPA Trust. The ContinU Plus Academy is committed to working with young people who are excluded, or at risk of exclusion. The ContinU Plus Academy is a Stand-Alone Academy (SAT).

The school provides a menu of short and long-term programmes geared to effecting high quality productive post-16 progression or effective reintegration into mainstream schools. Our practice is rooted in the belief that creative and targeted interventions, delivered in a caring and productive environment with high expectations, can change lives.

The school will support young people with barriers to education and work, including those with non-specialist behavioural and emotional needs where a mainstream setting, either temporarily or permanently, is not the solution to fulfilling their potential. **It should be noted that the CPA is not a BESD school nor a Medical PRU and referrals for pupils with that level of need should be made to the relevant service authorities.** Paramount is the safeguarding of all our pupils and staff. We will work directly with our learners, their families, commissioning local authorities and schools and a range of partner providers. We will also engage support from our comprehensive network of partners in training, health, the voluntary sector and the judicial system to support our pupils to become active citizens, exercise choices in their lives and take a full part in society.

#### B) Admission and Referrals Process

The CPA may accommodate up to 120 Full Time Equivalents. Admission is on a referral basis from schools (Dual Registration-DR) or Local Authorities (LA) (Permanently Excluded pupils PEX).

Children and young people aged 11-18 attending a school or living in the Worcestershire County Council (WCC) defined geographical area of the Wyre Forest and Hagley, may be referred to the ContinU Plus Academy, either from those schools or the Local Authority. Out of area commissioning arrangements may also take place within the admissions criteria. The founding school partners are listed immediately below and include all academies and state schools in the Wyre Forest and Hagley area:

- The Bewdley School and Sixth Form Centre
- King Charles 1 School
- Baxter College
- Haybridge High School & Sixth Form
- Hagley Catholic High School
- The Stourport High School & VIth Form Centre

- Wolverley CE Secondary School
- Wyre Forest School

Referral periods to the CPA are at termly windows and coincide with meetings of the Fair Access and Admissions Panel (**FAAP**). There is 6<sup>th</sup> day access all year round for permanently excluded (PX) pupils where contract arrangement exists with local authorities. Every effort will be made to provide educational provision within 6 days but Safeguarding and adequate background information on students is a pre-requisite.

Referral process documentation for PX (LA) and non PX pupils (DR) is available for all commissioners via the school website. Given the CPA pupil profile (see “Ethos” on page 1), the following criteria is applied where criteria A takes priority over B. Criteria A - 1, 2 and 3 are of equal weighting and priority. The criteria apply both to Key Stage 3 and 4 pupils.

<b>Criteria A</b>	<b>Definition</b>
<b>1</b>	Pupils who are permanently excluded from a local school or are permanently excluded and live in the defined geographical area of the Wyre Forest and Hagley. These pupils are registered solely at the CPA. These referrals are subject to a contract being in place between the Local Authority referring and the CPA.
<b>2</b>	Pupils whose commissioning schools judge an exclusion, would be confirmed by a Governing Body Exclusion Panel, but who have not been confirmed as permanently excluded. These pupils will be dual registered on commencement at the CPA.
<b>3</b>	As above, however, there is a <b>very significant risk</b> of permanent exclusion and the recommendation for admission is to avoid this escalation. These pupils will be dual registered on commencement at the CPA.
<b>Criteria B</b>	<b>Definition</b>
<b>4</b>	Pupils whose commissioning schools judge that an alternative education programme for short, medium or long term, will secure improved progress, outcomes and/or attendance and/or behaviour. These pupils will be dual registered on commencement at the CPA.

All offers of a place are made from the Governing Body of the CPA based on an assessment of the application details by the Headteacher following discussions with the referring school, parents/carers, Local Authority and relevant agencies, and the completion of all referral paperwork.

## **C) Referral & Assessment Process**

The schools, academies and Local Authorities must follow the procedures and application documentation in the App 1 “CPA Referral Pathway”. Pupils and their parent(s)/carer(s) must meet with CPA representatives before any place is confirmed. All accepted pupils will undergo a rigorous induction and initial assessment process, as part of the procedure for identifying baselines and the appropriate programme and support needed for a successful placement.

In the event of a refusal of a place, a letter is sent to home school/Local Authority (app1).

App 1 also outlines the procedure followed when a pupil placement breaks down when the pupil concerned is a dual registered pupil.

Pupils will all be classed as undergoing a trial induction for the first half term of the placement. Failure to adhere to the pupil code of conduct and/or pupils who demonstrate a complete unsuitability for an AP placement which was not disclosed at point of referral will have the placement terminated.

### **Oversubscription Criteria**

Where the number of referrals that meet criteria A1-3 exceeds the number of places available then places will be allocated in the following priority order:

1. Looked after (and previously looked after) children;
2. Children with a Statement of Special Educational Needs;
3. Children who are living in the defined geographical area of the Wyre Forest and Hagley area.
4. Children who live outside of the geographical catchment and are referred from an “out of area” school/Local Authority

In the event of equal levels of eligibility under the above criteria, the Academy will employ an independently managed and supervised random allocation method through drawing lots as a tiebreaker.

### **Complaints & Appeals**

If a local authority or school is unhappy that a referral to ContinU Plus Academy has not been accepted they should contact the Clerk to the Governing Body at the school within 15 days of receiving notice of non-admittance outlining their concerns. Appeals will be addressed at Stage 1 via the convening of the CPA Admissions Committee.

If a place is not granted after that process, the commissioner may make a final appeal and request a review from the academy trust. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the final appeal being received and final outcomes notified within 5 working days of the hearing.

## Policy Review

The Admissions Policy is under the oversight of the Admissions Committee of the ContinU Plus Academy's Governing Body. The policy reflects Statutory Guidance on Alternative Provision <http://www.education.gov.uk/aboutdfe/statutory/g00211923/alternative-provision>.

This policy is reviewed annually by the FGB.

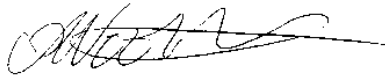
**A policy summary is included in the ContinU Plus Academy's Prospectus and the Admissions Policy is published in its entirety on the CPA's website ([www.continuplus.org.uk](http://www.continuplus.org.uk)).**

**Date Policy Created: February 2026**

**Member of Staff Responsible:** Sara Devo (Headteacher) and Aimee Blunden (Assistant Headteacher)

**Review Date: February 2027**

Signed:



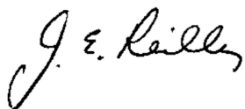
(Assistant Headteacher)

Signed:



(Headteacher)

Signed:



(Chair of Governors)

# The ContinU Plus Academy

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App 1

To: "Headteacher of referring school"

Dear

This is to confirm that the outcome following the discussions with professionals, parent/carers and related parties is that..... does not meet the profile criteria for admission to the CPA.

Please note that should you, with the consent of the parents/carers, wish to appeal they should notify the Clerk to the Governing Body, Samantha Tibbetts [stibbetts@cpa.worcs.sch.uk](mailto:stibbetts@cpa.worcs.sch.uk) to register an appeal. This will then be considered by an Admissions Committee of the CPA. For your information, a copy of the Admissions Policy is attached.

Please do not hesitate to contact me to discuss matters further.

Yours sincerely

**Sara Devo**  
**Headteacher**



# The ContinU Plus Academy

App 1

## ContinU Plus Academy Referral Pathway School Referrals (Dual Registration)

School referral made to CPA Headteacher  
(Direct or via FAAP)

If placement meets admissions criteria  
pupil has ILP completed, staff are briefed  
and placement commences



CPA referral's lead to meet Home school  
designated lead to discuss referral.  
Home school to clarify with parent's  
nature and reason for placement if  
progressed.

**NB for Local authority PEx referrals,  
we expect this process to  
be followed substituting a home  
school representative with a  
LA/Vulnerable lead**



Parent and pupil meet CPA and Home  
School SLT for joint meeting at CPA after 3pm  
initially to reduce anxiety for referred pupil

### KEY DOCUMENTS



Parent and pupil meet CPA referrals  
Manager for second time if referral seems  
appropriate and complete induction pack

\* Home school complete "Professional  
Passport" fully in advance to bring to meeting  
\*Schedule of Charges completed during  
meeting



Pupil attends week long induction to  
complete SNAP assessment and WRAT  
baselines

\*Parent completes "Parent SDQ"  
Questionnaire at this meeting



\* "Pupil Passport" and "Pupil SDQ"  
Questionnaire completed during meeting

*Home school/CPA Placement SLA signed (includes expectations on CPA and Home	School)
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## The ContinU Plus Academy



### Placement Breakdown

Schools receive detailed half term monitoring reports on each pupil. A review meeting will be set up by the CPA to discuss content and pupil progress. These reports include a RAG rated "Behaviour" section, with comments if "Amber or Red". This RAG rating flags the "risk of the placement breaking down". Schools will be made aware through the referral structure CPA/Home School link a communication where behaviour is escalating towards "Red". A "Red" status will require a joint meeting with Home school to assess the continuation of the placement. Records of behaviour incidents that have led to the "Red" status will be collated and shared with the Home school.

A CPA Placement at CPA may end when:

- a) the Home school decides to end the placement during a given term (full term cost).
- b) the Placement duration period has been concluded and not extended following a review.
- c) a pupil behaves in a manner that equates with permanent exclusion as in the CPA Positive Behaviour and Exclusion Protocols. This behaviour may be a single extreme incident or it may be negative cumulative behaviours over time.
- d) "Placement Breakdown" may be triggered where a second "Red" status has been set on the half term Monitoring Reports. In this case, the CPA may deem the placement to have broken down and initiate steps with the Home School for a managed return (within 4 weeks).

It should be noted that Placement Breakdown is not a Permanent Exclusion as only the Home school can make a Permanent Exclusion. It is essential that Amber/Red Placement Breakdown risk status cases are communicated with Home Schools promptly to ensure full awareness exists by all parties.

NB in the event of placement breakdown being for a PeX pupil (LA), this will take the form of Permanent Exclusion and the LA and the parent/pupil will be informed of the decision. The statutory guidelines for Permanent Exclusion will be followed and the right of appeal is outlined in the DFE guidance.