

## **Out of Year Study Admissions Protocol (Academy21)** 2024-2025

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## Introduction

At Academy21 we will generally place students in their chronological age group but recognise that our cohort often requires flexibility as some youngsters have missed parts of their education or have needs, which means studying out-of-year is more appropriate. Requests for a student to be admitted to study one or more years above or below the appropriate chronological age group can be allocated, in most cases, by the admissions team, without consultation with the education team if strong evidence is given for this. Where clients are unsure of which level students are at, however, the admissions team should allocate students to their chronological age group for teachers to assess levels.

## Key Stage 3 (KS3) - Years 7-9

1. KS3 students are usually placed according to their ability in English, mathematics, and science, which means that students may be in groups with students who are up to 2 years older or younger in English and science.
2. In mathematics, there may be up to four years difference in ages in the pre-GCSE group, as this is a KS3 level maths group but GCSE students who may struggle academically are sometimes placed there to review some basic concepts before moving to a higher group, which provides exam practice.
3. In humanities and citizenship, Year 7 and 8 students are taught together whilst Year 9 students have a separate group. An able or mature Year 8 student might study in the higher humanities and citizenship group.

## Key Stage 4 (KS4) - Years 10-11

1. In English and science, Year 10s and 11s have separate groups, although sometimes students who are above the chronological age group may be allocated to these groups, particularly if they are taking their exams later than their peers.
2. An exception to the above is the 'Everyday Science Course', which is a mixed Year 10 and 11 group. Year 10s can do this course to progress to GCSE, whereas Year 11s can do the course in one year and get an entry-level certificate.
3. KS4 mathematics groups are composed of Year 10 and 11 students as the group allocation is based on ability.
4. Students who are currently aged 16-19 may be placed in KS4 groups.
5. Students aged 18-19 can join classes at Academy21 in Year 10 and Year 11. Adults aged 20 and above are not permitted to join any Academy21 groups.
6. For safeguarding reasons, any student already aged 18 or over (or turning 18 during the academic year in question) who is placed in Years 10-11 (KS4) will also require a Basic DBS check. The student must agree to apply for a DBS check and agree to allow Inspired Online Schools to view the findings.
7. To clarify, students who are turning 18 and are attending Year 12 and Year 13 will not be asked to complete a Basic DBS check for study alone. Also, students aged 18-19 will not be required to complete a Basic DBS check when applying for a place in Year 12 and Year 13 (KS5).

8. Students aged 18+ applying to study in Year 10 and Year 11 must provide Academy21 with the findings of their basic DBS check. The Admissions Panel will expect to view the findings of the DBS review. Where no disclosures are made, the company will then arrange for admission and the student's access to live lessons.
9. Where a DBS identifies a disclosure, the Admissions Panel will complete a risk assessment. The risk assessment would consider:
  - o Whether the conviction is relevant.
  - o The seriousness of the offence.
  - o The length of time since the offence was committed.
  - o Whether there is a pattern of offending.
  - o Whether the pupil's circumstances have changed since the offending behaviour was committed.
  - o Whether there are any circumstances surrounding the offence that would explain the individual's actions.
10. The Admissions Panel would then make and convey its decision to the Senior Education Team, such that the student should either be admitted and granted access to live lessons or have the application for admission to Academy21 declined.
11. Parents and mentors whose application for the admission of a child(ren) is turned down may appeal the decision, providing they do so within 20 working days of receiving the decision in writing. The form for appealing a decision will be made available on our website and addressed to the Chief Executive Officer (CEO). An Appeals Panel, none of whom will serve on an Inspired Online Schools Admissions Panel, will consider the case within 10 working days. Their decision will be conveyed in writing to the family/mentor appealing and this decision will be final.

## Links with other policies

This policy should be read in conjunction with:

- Admissions Policy (Academy21)
- E-Safety Policy
- Safeguarding & Child Protection Policy
- Safer Recruitment Policy