



Admissions Policy

Policy updated: September 2025

Policy to be reviewed: September 2026

Introduction

Compass School provides a key element in the Local Authority's provision to support children and young people who have been permanently excluded or are at risk of exclusion from a mainstream school. In order to effectively target the valuable but finite resources of Compass School, a clear set of admission policies and procedures are essential.

Seven key principles underpin the work of all PRUs

- Support for staff in schools;
- Development of inclusive approaches;
- Raising the attainment of pupils with social, emotional and mental health needs;
- Early identification and intervention;
- Involving and supporting parents and carers;
- Providing high quality provision which offers best value;
- Promoting the active involvement of other agencies.

This document outlines the admission policies and procedures and will act as a guide for schools, Compass School and Local Authority staff, in the process of making the most effective use of this resource.

As with all maintained schools, the Local Authority is the admissions authority for Compass School. Further information about the admissions and referral process can also be obtained from Inclusion Services.

The policy is reviewed on an annual basis.

Admission information

Pupils who remain on their school roll or who are permanently excluded can be admitted into Compass School. However, priority is to be given to those pupils who are 'looked after' by the Local Authority regardless of their school status.

Pupils who are permanently excluded

Referrals for permanently excluded pupils will be made directly to the school by the Local Authority Team Manager for Inclusion Services. The Local Authority Service Manager for Inclusion Services will liaise directly with the excluding school to ensure all the necessary paperwork is completed and passed on to Compass School. This will include:

- Permanent Exclusion Notification;
- Boxall;
- Pupil Risk Assessment;
- Additional paperwork can also be submitted for example: SIMS attendance record, Early Help Referral, Pastoral Support Programmes, timetable offers;
- Relevant specialist reports;
- Current attainment levels and other relevant data;
- Any other agency information involved with the child or family.

Pupils who remain on the roll of a mainstream School

Requests for a dual roll place on the Primary Intervention Programme and for a dual roll Secondary Intervention place at Compass School are made directly from the referring schools.

Pupils who are single registration with Compass School but not permanently excluded

Single registration SEND pupils who have Compass named on their EHCP have been consulted to the school through the Local Authority SEND team.