



Admissions and Attendance Policy

New Level Academy is a DFE-registered school, and offer education for learners age range from 11-19.

Admissions Procedure

Admission to New Level Academy is usually by referral from a supporting organisation - i.e. school, Local Education Authority (LEA) - which is likely to also be the funder for the place. Prior to any learner interview, the organisation must complete a referral form. The following information should be provided on this form:

- the reasons for the referral
- details of learner's attainment at Key Stages 1, 2 and/or 3
- for KS4 learners, GCSE predicted grades
- details of any special educational needs

If the learner has an Education, Health and Care Plan or any reports from relevant professionals, such as an Educational Psychologist's report, these should be sent to New Level Academy alongside the referral form.

Admission is conditional upon a successful interview with a young person, their parents/carers, and a representative of the referring organisation. The learner must sign the Learner's Conduct Agreement to indicate that they agree with, and will abide by, the school rules.

At the referral meeting, parents/carers will need to fill in a form providing information and consent around the following issues:

- Known medical issues
- Medication and whether this will need to be taken at school
- Allergies
- Consent for medical treatment in the event of an emergency
- Consent for photography
- Consent for school trips
- Consent for sex and relationship education (until July 2020); consent for sex education (from Sept 2020). Parents/carers are also invited to:
 - give their opinions on the content of sex and relationship education at New Level Academy; and
 - opt for their learner to receive sex and relationship education in single-sex groups.

Registration

- 1) The following details **MUST** be recorded on our Admissions Register, which is a legal document and must never be destroyed:
 - Full name
 - Gender
 - Date of birth
 - Date of admission
 - Name of referral provider and/or last school attended
 - Name, address and contact telephone number of all persons with parental responsibility
- 2) For safeguarding reasons, the following details should be recorded on the Central Register but not the Admissions Register:
 - Preferential contact details, i.e. which parent to call first, or most likely responsible adult to be available within school hours
 - Any other emergency contact provided by the parent, such as another adult family member
 - Name, telephone number and email address of any social workers
 - Name and address of GP
- 3) Parents/carers will be invited to submit the following information on a voluntary basis, to assist with equality monitoring:
 - Learner's nationality
 - Learner's ethnicity
 - Learner's religion
 - Learner's sexual orientation

The learner's nationality and ethnicity will be recorded on the Central Register. Other details will be securely stored in a physical file in the school office.

- 4) To assist learners with finding further education/employment and to comply with Ofsted requirements, the Exams Officer should record the following on the Central Register:
 - Qualifications achieved prior to arriving at New Level Academy
 - Qualifications achieved during the previous academic year at New Level Academy
 - Learner's date of departure
 - Learner's destination

Attendance Register

A learner is expected to attend morning and afternoon sessions unless their absence has been authorised. Parents/carers are responsible for reporting a learner absence. New Level Academy is responsible for deciding whether the absence is authorised. If in doubt, the Head of Centre or Safeguarding Lead may consult a referral partner or LEA to determine whether to authorise an absence.

Note: Schools in England are no longer authorised to allow holidays during term time.

Authorised Absence

Absence may be authorised in the following circumstances:

- Illness
- No safe means of transport to school
- Religious observance
- Compassionate leave
- Exams, interviews etc. at another school or potential destination
- Attendance at meetings, i.e. health or welfare related
- Medical appointments
- On a pre-arranged reduced timetable
- Excluded or sent home
- Work experience
- Other unavoidable cause, i.e. crisis in the home

Unauthorised Absence

There are two marks for unauthorised absence: O and N.

Learners may be marked O in the following circumstances:

- Holiday during term time
- Sent home for refusing to hand in restricted items (will be readmitted and marked Present if they change their minds)
- Sent home for refusing to work (will be readmitted and marked Present if they change their minds)
- Absconding on the way to school
- Refusing to attend school
- Missed lessons due to lateness/being sent home as above

Learners whose parents have not informed New Level staff of the reason for their absence are marked N. Staff should contact parents to obtain reasons for absence by 10.00am unless there is an agreement with a parent/carer to call later.

If any learner's attendance falls below 80% for any reason, staff should follow the "Children Missing in Education" procedure found in section IX of the full Safeguarding Policy (September 2025).

This policy was created on	Signed on behalf of the organisation	Reviewed date
September 2025	<i>T Springer</i>	September 2026