



**Bridge Street  
School**

## **Admissions Local Agreement**

<b>Approved By:</b>	Chief Executive Officer	<b>Date:</b>	20/03/2026
<b>Author:</b>	Director of Education (DCEO)	<b>Date:</b>	01/03/2026
<b>Last reviewed on:</b>	20/03/2026		
<b>Next review due by:</b>	30/03/2026		

## **1. Statement of Intent**

This is the local admissions policy for Bridge Street School, an Alternative Provision setting, and aligns with Respect Collaboration Trust (RCT) Admissions Policy and values.

Bridge Street School, as part of Respect Collaboration Trust, ensures admissions are fair, transparent and inclusive. Decisions place the pupil's best interests, safety and individual needs first. The school works in partnership with Derby City Local Authority, commissioning schools, Trusts and other agencies. Admissions decisions are non-discriminatory and reasonable adjustments are made where appropriate.

## **2. Legal framework**

This policy is written in accordance with:

- School Standards and Framework Act 1998
- Education Act 1996 (including duties relating to pupils excluded from school and alternative provision from Day 6)
- Children and Families Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR
- School Admissions Code (DfE, 2021)
- School Admission Appeals Code (DfE, 2023)
- SEND Code of Practice 0–25 (DfE, 2015)

This policy should be read with:

- Respect Collaboration Trust SEND Policy
- Respect Collaboration Trust Admissions Policy
- Respect Collaboration Trust Data Protection Policy
- Respect Collaboration Trust Complaints Policy
- Derby City Council In-Year Fair Access Protocols

## **3. Commissioned places and capacity**

Commissioned capacity: 150 pupils

- 100 places commissioned by Derby City Local Authority
- 50 places commissioned by schools and other commissioners

Admissions decisions consider suitability, safety, need, and current capacity. Where commissioning limits are reached, the school will liaise with the LA and RCT regarding availability and alternatives.

## **5. Admissions routes**

Bridge Street School is an Alternative Provision setting. Admissions are accepted through authorised channels only:

- Derby City Local Authority In-Year Fair Access processes including Day 6 admissions following permanent exclusion, in line with statutory duties
- AP referrals considered through Junction 16 and the Bridge Street School team
- Commissioned placements from schools and other commissioners

The school does not accept direct parental approaches or private referrals without Local Authority and/or school/Trust school involvement.

## **6. Criteria for Alternative Provision placements**

A placement may be agreed where one or more of the following apply:

- The pupil has been permanently excluded and requires Day 6 provision
- The pupil is referred through Fair Access due to risk of exclusion or breakdown of placement
- The pupil requires time-limited alternative provision to support reintegration
- The Local Authority or commissioning school identifies Bridge Street School as an appropriate AP placement

All decisions consider the suitability of provision, safeguarding, capacity and the pupil's needs.

## **7. Application and decision-making timelines**

- Day 6 and Fair Access admissions are progressed in line with Derby City protocols to ensure statutory timescales are met.
- AP referrals considered via Junction 16 will be reviewed promptly, with admission decisions confirmed within 15 days where the placement is appropriate and information is complete.
- Parents, carers and commissioning schools will receive clear written communication regarding decisions and next steps.
- A structured induction and baseline assessment will be completed on entry.

## **8. Registration and transition**

- Pupils admitted following permanent exclusion are single registered at Bridge Street School until successful reintegration to an appropriate setting.
- Pupils admitted through AP referral routes are normally dual registered with the home school and Bridge Street School, unless otherwise directed by the Local Authority.
- Placement purpose and rationale, review points and reintegration planning are agreed prior to admission.
- Details of procedures and processes are outlined in the school's admissions processes.

## **9. Equality, inclusion and non-discrimination**

Bridge Street School does not discriminate on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy or maternity, socioeconomic status or prior educational background. Reasonable adjustments are made to ensure equality of access.

## **10. Appeals and complaints**

- Admissions to Alternative Provision are made through Local Authority and Fair Access processes; any challenge to placement decisions should be directed through the relevant LA procedures.
- Concerns about conduct or process may be raised via the Respect Collaboration Trust Complaints Policy.

## **11. Monitoring and review**

This policy is reviewed annually. The Director of Education ensures local protocols remain compliant with Trust policy, Derby City protocols and statutory guidance.

## **12. Data protection**

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.