

Mary Pugsley MBE

Director, Hair At The Academy



Admissions Policy

Written by Mary Pugsley MBE

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Mary Pugsley MBE: Director T: 07974750699

E: mp.hairattheacademy@gmail.com

W: www.hairattheacademy.co.uk

A: Cornerstone 10 Kimberley Rd Exeter EX2 4JG

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Registered office: 8 Feltrim Avenue Exeter Devon EX24RP UKPKN 10047420

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Context and Mission

Hair at the Academy is a company dedicated to delivering an alternative provision, while supporting vulnerable young people across Devon. At Hair at the Academy, we provide a personalised and holistic approach to education, working alongside partner agencies to support students who have additional needs or are facing difficulties in mainstream settings.

Our staff team is committed to delivering targeted interventions designed to engage students in their learning and help them overcome barriers to academic success. Hair at the Academy intervention placements offer tailored support for students who are facing challenges within their mainstream school environment and require additional assistance with their education. We focus on providing intervention programs that are designed to improve students' readiness for learning, build resilience, and support their successful reintegration back into mainstream education.

Hair at the Academy Post 16 provision provides specialist, accessible, work ready qualifications for post 16 students with EHCPs to support them to enhance their employability prospects in a safe, relational support based environment. We are a vibrant, inclusive setting where every student is at the heart of what we do. Our students are encouraged and supported to achieve their full potential, with a focus on building confidence, motivation, and positive relationships with their peers, staff, and education. We believe that by fostering a nurturing environment, we empower students to become confident, engaged learners with the ability to achieve endless possibilities.

As a school working with disadvantaged young people, safeguarding is our top priority. We collaborate closely with schools, local authorities, and partner agencies

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to ensure the protection of students and to create a safe and supportive learning environment. We are committed to working with families and professionals to ensure that students receive the care and support they need during their time with us. Admissions to Hair at the Academy are managed through a bespoke referral process and there are separate processes for our intervention programme and Post 16 routes.

For all placements the final decision to admit a student is made by the Senior Leadership Team, which follows a clear set of criteria and procedures to ensure fair and consistent decision-making.

Programmes

Intervention Programmes

Intervention programmes are reviewed after an initial six weeks and are designed around the specific needs of the students.

Hair at the Academy has positive relationships with other providers and works collaboratively with them for the best outcomes for learners. It remains the partners or schools responsibility to quality assure the academic delivery at Hair at the Academy

Attendance can be for the whole academic year as long as the following conditions are met:

- Students will remain registered with their own school or have an EOTAS, Inclusion or Virtual Schools alternative education package as arranged in conjunction with the Local Authority.
- There will be review meetings every term attended by the school, parent/carer and student and more frequently if required.
- Schools are responsible for the additional days that a student is not at Hair at the Academy.
- Placement costings will still apply if a student does not attend as staffing will have been sourced in advance for the day.

The Admissions Panel

The Admissions Panel (members of the SLT) alone will determine which students will be admitted and on what basis.

SLT Membership: SEN Lead and Salon Managers. Other staff may also be asked for input before a decision is reached.

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The admissions panel is accountable to the Director on this matter.

Application Process for Intervention Students via schools

1. Initial enquiry from schools and other agencies sent to Hair at the Academy to check availability
2. Hair at the Academy will respond regarding placement availability, costings and a copy of the referral form to be sent to the referring agency.
3. A Hair at the Academy referral form is to be completed by the school or referring agency and is sent back alongside any Student Risk assessment, SEND Passport, EHCP, SALT reports, safeguarding information, EP reports, behavioural information, additional agencies the young person is working with etc.
4. Hair at the Academy SLT will review the information sent and decide if an interview should take place.
5. If deciding to proceed with the referral, Hair at the Academy will arrange an initial interview with the student, parents and school. We kindly ask that all parties attend where possible. This will be an opportunity for the student to hear more about the courses, expectations, and for Hair at the Academy to further establish if a placement would be suitable.
6. Hair at the Academy will contact the funding agency e.g. school to confirm if the placement can take place, to establish a start date and for a PO to be sent over in advance.
7. Please note a PO must be received prior to any student starting at Hair at the Academy. Any late payments will result in a delayed start for the student.

Application Process for Post 16 Students

1. Hair at the Academy receives a Post 16 consultation via the EHCP hub or via an email with consultation documents direct from the 0-25 Team.
2. Hair at the Academy SLT will review the information sent (more information may be requested from the 0-25 team or listed agencies at this point to determine the students needs)
3. Hair at the Academy will contact the family/carer directly (via shared contact details from the 0-25 team) to arrange an initial interview with the student, parents and other relevant agencies. We kindly ask that all parties attend where possible. This will be an opportunity for the student to hear more about

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the courses, expectations, and for Hair at the Academy to further establish if a placement would be suitable.

4. Interview takes place where Hair at the Academy sets out expectations, discusses courses and discusses the students, background, needs etc.
5. Hair at the Academy SLT will review the information again and will aim to respond to the post 16 consultation within 15 days. This will be via the EHCP hub/email (whichever referral route was followed initially) to confirm if they can or cannot meet the students needs and outlines which needs can be met and support provided.
6. Please note students may be asked to attend taster sessions prior to a consultation being completed.
7. Hair at the Academy will aim to keep the referrer/ 0-25 team up to date with regards to any delays.
8. Hair at the Academy will then wait to hear from the 0-25 team to find out if the EHCP panel has agreed to fund the provision. This will need to be conveyed to the parents by the 0-25 team and agreed in writing prior to any start date being arranged.
9. Hair at the Academy will then contact parents/carers via the induction process and next steps.

Application for EOTAS students

1. Hair at the Academy receives an initial referral form for Non-School AEP Services via the appropriate DCC commissioning agency. This will include a brief description of the needs of the student, Services to be commissioned, hours etc.
2. Hair at the Academy will aim to respond to this within 3 working days to say if they are likely to be able to meet needs based on the information provided. Hair at the Academy may request more information from DCC or other named agencies prior to responding to the initial request.
3. Hair at the Academy will contact the family/carer directly (via shared contact details from the relevant DCC team) to arrange an initial interview with the student, parents and other relevant agencies. We kindly ask that all parties attend where possible. This will be an opportunity for the student to hear more about the courses, expectations, and for Hair at the Academy to further establish if a placement would be suitable.
4. Interview takes place where Hair at the Academy sets out expectations, discusses courses and discusses the students, background, needs etc.
5. Hair at the Academy SLT will review the information again to confirm if they can or cannot meet the students needs and outlines which needs can be met and support provided. Please note students may be asked to attend taster sessions prior to a consultation being completed.

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6. Hair at the Academy will aim to keep the referrer/ 0-25 team up to date with regards to any delays.
7. Hair at the Academy will then wait to hear from the relevant DCC team to find out if funding for the placement has been agreed. This will need to be conveyed to the parents by the relevant DCC team and agreed in writing prior to any start date being arranged.
8. Hair at the Academy will then contact parents/carers via the induction process and next steps.

Pre -Placement Meetings

- At the pre-placement meeting the student, parent/carer and where possible school representative, other appropriate agencies e.g. Youth Justice worker, Social Worker, Bridges Worker etc must be in attendance. Where possible this meeting will be held at Hair at the Academy so the student and parent / carers have the opportunity to have a look at the provision and meet staff.
- The meeting is to discuss the reason for the referral, the views of the student and parent /carer and for Hair at the Academy to explain the programme and interventions that are available. Discussions around work being provided, review meetings, behavioural expectations, transport and the specific needs of the student will be agreed.

Hair at the Academy will also ask questions raised from any referral paperwork provided so that they can best determine the needs of the student.

- A student will not start at Hair at the Academy until there has been a pre-placement meeting attended by all relevant parties.
- If Hair at the Academy has not received the relevant paperwork requested including a completed referral form, then the student will not be allowed to start

Information for the referrer: Which students placements may benefit:

Students who would benefit from programmes provided by Hair at the Academy:

- Students who are starting to demonstrate a change in their behaviour and struggling to engage in their mainstream education
- Students in need of additional help and early intervention
- Students requiring alternative education programmes due to a disrupted Education.

Students who have experienced ACEs or are care experienced.

- Students with some social and emotional needs or whose anxiety has disrupted their education or attendance
- Students struggle to fully engage in their learning.
- Students with attendance issues, or who are attending school but not entering classrooms to access learning (EBSA)

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- Students between the ages of 13-25 years old (13-16 for intervention/ EOTAS)
- Students and 16-25 for Post 16 students with an EHCP plan.

Please note that students attending intervention or EOTAS programmes are not required to have an EHCP.

Expectations on Acceptance:

- Intervention students are to remain registered at their own school or in the event of an EOTAS intervention Hair at the Academy will not be named as on roll at Hair at the Academy (single roll)
- Post 16 programme students are only registered to Hair at the Academy unless otherwise agreed (single roll)
- After their first week students will be assigned a Key Mentor. This will be their go to person if they need additional support and will be a point of contact with parents/carers etc and will update on progress and complete termly reports.
- Parents/Carers agree to the placement and are supportive of the intervention programme
- Transport to Hair at the Academy will be discussed at the initial meeting for each student. Please be aware that Hair at the Academy are not able to provide or be involved in any transport requirements. Partner schools/ DCC will be responsible for transport costs and arrangements
- Payment for programmes are within the placement period.
- Partner schools complete QA visits to Hair at the Academy to ensure they are happy with the quality of education we are providing Handling of Special Educational Needs (SEN) and Education, Health, and Care Plans (EHCPs)
- Regular contact with partner agencies and invitations to all relevant multi-agency meetings e.g. Early Help, CIC reviews, EHCP reviews etc.
- Learners and parents read and sign the student handbook and adhere to all behavioural expectations including uniform policy, phones, lunchtimes etc.
- An understanding by all parties involved that if the expectations as outlined in the Student Handbook or Hair at the Academy behaviour policy are not adhered to then the placement may be terminated.

Role of the Mainstream School SENCo (for school intervention students):

The Special Educational Needs Coordinator (SENCo) at the mainstream/named school plays a pivotal role in the referral process and ongoing management of SEN support for students referred to Hair at the Academy. The SENCo is responsible for ensuring that SEN statements and Education, Health, and Care Plans (EHCPs) are kept up to date, and that clear targets are set to support the student's progress during their time at Hair at the Academy

The SENCo will:

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- Lead regular multidisciplinary meetings with Hair at the Academy staff, parents, and external agencies to review the student's progress and ensure the provision of appropriate support.
- Ensure that any SEN assessments, reviews, and updates are conducted in line with the student's needs and ensure that the EHCP is accurate and reflects current needs.
- Share relevant information, strategies, and recommendations with the Hair at the Academy team to support the student's learning and overall development.
- Collaborate with our teaching staff to provide individualised learning plans that are in line with the student's identified needs and targets.

Support for Students with SEN or EHCPs:

The key aspects of our approach include:

- Developing a personalised learning plan that takes into account the specific needs and learning style of the student.
- Providing differentiated teaching strategies and tailored support to help the student access the curriculum and make progress.
- Regularly reviewing SEN targets in consultation with the student, their mainstream school (if an intervention student), and any external agencies involved, ensuring that progress is monitored and interventions are adjusted as needed.
- Supporting the development of key skills, including emotional resilience, social skills, and independent learning, which are essential for students' long-term success in education, work and the wider community.
- A restorative approach to behaviour management.

Involvement of Parents/Carers and External Agencies:

At Hair at the Academy, we believe in the importance of involving parents and carers in the process of supporting students with SEN. We work closely with parents to ensure that their concerns are heard and that they are actively involved in the review process.

We also collaborate with other professionals, such as Educational Psychologists, Speech and Language Therapists, and other specialists, to ensure that students receive a holistic approach to their support and care. Regular communication with these professionals is crucial for providing the best possible outcomes for students.

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