



ADMISSIONS POLICY (Non-school Alternative Provision)

Policy title	Admissions Policy (Non-school Alternative Provision)
Applies to	All pupils, parents/carers and staff
Policy owner	Directors
Approved on	October 2025
Next Review	October 2026

1. Purpose

This policy describes how Applewood Learning Ltd accepts, assesses and offers placements. Decisions are timely, consistent and transparent. We prioritise safeguarding and the learner's best interests, balancing needs and risk with the resources and expertise available at each site.

2. Commissioning and routes of admission

We accept referrals commissioned by local authorities under section 19 of the Education Act 1996, by schools seeking interim or part-time provision, by other agencies with local authority agreement and by self-referrals from family members.

3. Information required at referral

Referrers must provide a complete chronology including attendance, attainment, exclusions, behaviour, safeguarding history, contextual risks, and prior interventions. SEND/EHCP documentation and health or therapy reports must be included. Failure to provide adequate information may delay a decision.

4. Decision-making and thresholds

An Admissions Panel—comprising the Provision Lead, DSL, SENCO and relevant specialists—reviews each case. The panel considers suitability of curriculum, ability to keep the child and others safe, travel logistics, and whether reasonable adjustments can meet need without disproportionate impact on others. Where risks are significant, the DSL initiates a multi-agency meeting before a decision.

5. Offers, conditions and timescales

Where a placement is suitable, we issue a written offer within five working days of a complete referral. The offer sets the start date, initial timetable, transport arrangements, fees/funding, induction requirements and review dates. Offers may be conditional upon actions such as completion of risk assessments or agreement to specific safety measures.

6. When a placement is not suitable

If we cannot safely or suitably meet need, we notify the referrer in writing with clear reasons and recommendations. We will, where possible, signpost to alternative provision types or specialist services.

7. Placement changes, suspension or termination

Placements are reviewed regularly. If risks escalate or attendance falls to a level that undermines safety or progress, we convene a review with the referrer and family. As a last resort—and following due process—we may suspend or end a placement if safety cannot be assured.

8. Fair access, equality and SEND

We comply with equality duties and the SEND Code of Practice. Reasonable adjustments are identified during referral and induction and recorded accordingly.

9. Information-sharing and privacy

Information is handled lawfully under UK GDPR/DPA 2018 and KCSIE. We share relevant information with partners to keep children safe and to deliver education.

10. Complaints and appeals

Referrers and parents/carers may appeal an admissions decision in writing to the Provision Lead within ten working days. Complaints are handled under our Complaints Policy.