

Admissions Policy

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2. Issue and Revision History

Issue	Description	Author	Effective Date
1.0	Initial Release	S.Thornton	01/09/2021
1.1	11. Updated Forms and Templates T0063QT Parent and Learner Brochure	S. Thornton	01/09/2022
1.2	Removal of CLM usage Removal of GCSE usage Updated Key contacts Progress Tracker added to document	J. Payne	29/08/2023
1.3	8.3 Admissions process updated 8.5 Appealing a Negative Referral Decision - Updated change of contact 8.8 SEND Admissions updated 11 forms and templates - Learner Risk assessment added Appendix added	J. Payne	26/08/2024
1.4	8.1 Reworded first paragraph of 8.1 Page 8 and 12 remove stage 6 8.4 re written 9 Metrics updated Appendix A updated with withdrawal codes	J. Payne	02/06/2025
1.5	Annual Review Updated Summary 8.1, 8.3 & 8.8 Updated procedure around visits and confirming place of learner 8.10 Removed Progress Tracker and added reference to MIS 8.13 Inclusion of annual data check 9 Updated metrics 11. Updated forms	J. Payne	29/07/2025

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1. Summary

The Educ8 Admissions Policy sets out the procedures and criteria for referring, admitting, and withdrawing learners across its schools. Referrals are accepted from schools, local authorities, and trusts, with no formal entry requirements. Each referral is individually assessed to ensure the provision is suitable for the learner's educational, social, and emotional needs, including those with SEND. The process includes clear stages: enquiry, referral (via an online form), visit, offer, and start date. Key documentation such as EHCPs, risk assessments, and contact details must be submitted, and places are confirmed only after formal review. The policy supports a range of flexible placement options, including short-term, part-time, and full-time provision for KS3 and KS4 learners.

Admissions decisions aim to be inclusive and transparent, with a clear appeals process if placements are declined. Special arrangements are detailed for learners with active EHCPs, including tailored interviews and documentation reviews. The policy also outlines a structured withdrawal process where Educ8 can no longer meet a learner's needs, including multi-agency meetings and continued support to find alternative placements. Accurate maintenance of the Admissions Register and timely communication with parents and referrers are required, alongside provision of key learner information through a Parent & Learner Brochure. The policy ensures compliance with safeguarding, equality, and legal obligations throughout the admissions journey.

2. Document Release

This document has been reviewed in accordance with the Educ8 Quality System and the requirements of this policy/procedure. Staff have been made aware of its issue, including any updates/amendments to its contents and where necessary appropriate training has been provided to those staff.

Where policies are available for download online, the previous version is removed and this new version replaces it.

The release of this document is indicated by the effective date.

3. Purpose

The purpose of this policy is to:

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- outline Educ8's criteria for admission.
- ensure a consistent referral process across all of Educ8's schools in order to meet the needs of learners who may require a placement.
- outline Educ8's withdrawal process.

4. Scope

This policy/procedure applies to all brands and companies acting as part of the Educ8 Group either by way of legal ownership, through contractual obligation, or through custom and practice. This policy/procedure applies to all employees, new recruits, apprentices, work experience students, volunteers, end-users, and visitors.

This policy covers all service provision and is underpinned by the company's [Equality](#) and [Diversity](#) policies. In addition it is recommended that you read [8.8 SEND Admissions](#)

All enquiries are dealt with fairly and equally, irrespective of nationality, race, or religion, or personal circumstances. Disability is not a bar to application, and parents are invited to disclose disabilities if they wish, which will be handled confidentially and sympathetically. The policy is therefore inclusive and nondiscriminatory.

5. Definitions and Acronyms

Learners	All students, participants and users of Educ8 learning programmes. Generally these are under 18 years of age.
Delivery Staff	Staff employed by Educ8 to provide instruction and tutoring services
Head of School	Educ8 Staff member with management and leadership responsibility for an Educ8 Alternative Education School
SLT	Senior Leadership Team

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Executive Head	Educ8 staff member with management and leadership responsibility for all Educ8 Alternative Education Schools.
Deputy Executive Head	Educ8 staff member with responsibility for SEND
MIS	Management Information System eg Arbor
IA	Initial Assessment
DA	Diagnostic Assessment
ILO	Individual Learning Objective
EHCP	Educational Health Care Plan

6. Policy

8.1 Our Approach to Admissions

There is a legal duty to maintain an admissions register in our schools. The register should contain all the names of learners who have attended our provision including past attendees. The admissions register should also match exactly the current number of learners to the attendance register. In no circumstances can a learner start at our school without a referral being made.

Learning in an inclusive way is deeply embedded within our organisation. We view our learners as individuals who can grow and excel both within our setting and are prepared for post-16 education and then the world of work.

Educ8 can provide placements for learners who are at risk of permanent exclusion from mainstream education or those who have been permanently excluded and are subsequently referred by the local authority. Educ8 can offer a variety of placement options to suit the needs of the learner and the referring school or local authority. Placements are available for both KS3 (Year 9 only Independent Schools, from Year 8 Alternative Provision settings) and KS4 learners (Year 10 and 11).

Our schools offer a variety of provisions. Not all schools offer all provisions.

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Short term provision (1 - 12 wks)

For learners that need to be supported whilst they await a school place.

Part-time provision

We provide a hybrid of mainstream and vocational qualifications for those learners who cannot cope in mainstream on a full-time basis.

Full-time provision

This is suitable for learners that require a smaller setting to get their education with access to Functional skills, PSHE and vocational qualifications.

Educ8 endeavours to accept all learners providing we have sufficient spaces and we feel we can meet the needs of the learner. Each referral is assessed on an individual basis. Educ8 may require certain documentation prior to the placement such as previous reports and risk assessments where appropriate. This is to ensure we can provide the right environment for the learners educational, social and emotional needs.

8.2 Key Contacts

Jevon Payne Chair of the Executive board	07817641238	jevon.payne@educ8group.com
Owen Howell Deputy Executive Headteacher	07813 170831	owen.howell@educ8group.com
Debi Capper Head of School	07817957459	debi.capper@educ8group.com
Rachael Smee Deputy Head of School	07817957459	rachael.smee@educ8group.com

8.3 Admissions Process

Stage 1 - Enquiry

School or Local Authority to make contact with the Executive Head or specific Head of School using details from our website. This can be done

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via email or phone call. The aim is for Educ8 to understand the reason for the placement, find out some more information relating to the learner i.e. year group and interests and check cohort availability to ensure we have capacity to offer the placement.

Information for each Educ8 school can be found at www.educ8group.com

Stage 2 - Referral

School or Local Authority to complete Educ8's [F0036QT Online Referral Form](#) which will be reviewed by the Head of School and where appropriate the Executive Head and Deputy Executive Head.

At this stage, Educ8 would request a copy of any supporting documentation including but not limited to EHCP, risk assessment, previous school or education reports and any reports from external agencies such as CYPS / Educational Psychologists etc. These can be uploaded to the Referral Form. Educ8 must receive two contacts for every child on roll including name, full address and contact numbers. In the event of a referral containing an active EHCP please refer to [8.8 SEND Admissions](#)

In the event of a Head of School not in favour of offering a placement, a learner risk assessment should be completed to support the decision and shared with the Executive Head and/or Deputy Executive Head prior to informing the referrer of the placement outcome.

Stage 3 - Visit

The learner, parents/carers and school or local authority will be invited to the school for a visit. This will usually take place out of school hours. The purpose of the visit is to show all parties around the school, meet the Educ8 staff team, talk about the school's curriculum and to ask any questions about the placement.

Stage 4 - Offer

Based on such an application the Head of School and Deputy Executive Head will review the documentation whether or not we can offer a placement. This process will be completed within 48 hours of a learner interview unless an EHCP placement is requested please refer to [8.8 SEND Admissions](#)

Learners will not be offered a position at interview but rather by phone and followed up by letter within 48 hours of interview.

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Stage 5 - Start

If all parties are happy to proceed with the placement following the visit, then a start date will be agreed with Educ8 and the school or local authority.

8.4 Inappropriate Referrals

When a Head of School makes a decision to refuse a placement they must notify the referring agency and the parent / carer of the learner in writing.

They must include in the letter (use T0100QT Refusal of Place template) a valid reason why a place is not being offered:

Give a Lawful and Justifiable Reason

Common lawful grounds for refusal include:

- The learner did not meet academic entry requirements.
- The learner's needs cannot be met by the school (e.g. SEND provision)
- Behavioural history that is incompatible with the school's ethos.

8.5 Appealing a Negative Referral Decision

The school / local authority / Parent can appeal the decision. Appeals should be made to Jevon Payne jevon.payne@educ8group.com in writing and will be acknowledged within 3 working days and investigated and a response provided within 10 working days.

The outcome of any appeal will be final and no further appeal will be granted.

8.6 Data Use and Privacy

Once registered, your data will be held in accordance with Educ8's [11 General Data Protection Policy \(GDPR\)](#).

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8.7 The Online Referral Form

Educ8's [F0036QT Online Referral Form](#) provides a safe and accessible way of transferring key information about the Learner to our School Admissions team.

It is accessible from our website: www.educ8group.com

8.8 SEND Admissions

Learners can be referred to Educ8 with a need that has not yet been diagnosed or acknowledged, or during a learner's time at our provision, tutors and parents may have concerns about a young person's progress or attainment.

All Learners that are enrolled on provision with Educ8 who have been identified for SEND support by their mainstream school through Educ8's Online Referral Form or have an active EHCP must:

- Attend a learner interview to be conducted with Head of School/Deputy Head of School, Parents, Referring School, Learner and any other relevant organisations supporting learners educational journey.
- Previous Learning experiences, targets and strategies for support to be discussed with individual support targets set by Educ8 to help learners settle into new provision.
- Learner to undergo induction week and complete IA and DA within the first two weeks of the agreed start date.
- Educ8 to assign an ILO for English and Maths, obtained through DA

In the event of a learner being referred to Educ8 with an active EHCP the following will take place:

- **Stage 1 - Enquiry**
School or Local Authority to make contact with the Executive Head or specific Head of School using details from our website. This can be done via email or phone call. The aim is for Educ8 to understand the reason for the placement, find out some more information relating to the learner i.e. year group and interests and check cohort

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availability to ensure we have capacity to offer the placement.

Information for each Educ8 school can be found at www.educ8group.com

- **Stage 2 - Referral**

All learner applications with an active EHCP will be reviewed by the SEND Lead,, Head of School and Deputy Head of School where appropriate to ensure the placement is suitable once a Learner interview has taken place

- Head of school to complete [F0099QT EHCP Placement Review](#) within 48 hours of receiving an application for a learner with an active EHCP
- Head of school to complete learner risk assessment within 48 hours of receiving an application for a learner with an active EHCP

- **Stage 3 - Visit**

Learner interview to be conducted with, Head of School/Deputy Head of School, Parents, Referring School, Learner and any other relevant organisations supporting the learners educational journey.

Learners should not be offered a position at interview but rather by phone and followed up by letter within 48 hours of interview.

- **Stage 4 - Offer**

The outcome will be agreed by all parties within 3 working days of the Learner Interview

- This process may take longer depending on the level of support needed and information provided where this is the case the referring school should be notified.

- **Stage 5 - Start**

If all parties are happy to proceed with the placement following the visit, then a start date will be agreed with Educ8 and the school or local authority.

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If the placement is inappropriate please see 8.4 Step-by-Step Process to Refuse a Learner

8.9 Withdrawals

There may be occasions where we are no longer able to meet the needs of the learner. This may be due to a change in SEND circumstances or their additional needs can not be met by our environment, curriculum or staff. In circumstances like this, we reserve the right to withdraw the learner from our school roll. We will however, support the parents in finding suitable arrangements for the learners education. The withdrawal process will be as follows:

Step 1

Head of School to notify Educ8's SEND Lead and Executive Head outlining reasons why we can not cater for the learners' needs.

Step 2

A formal email will be sent to the referring school / local authority and a letter (use T0100QT Refusal of Place template) sent to parents / guardians outlining such reasons and inviting them to attend a meeting to review the placement. This will usually take place at the Educ8 school and will involve the Head of School, Educ8 SEND lead, referring school / local authority, parents and any other relevant representatives such as social workers, family workers etc.

Step 3

A meeting will take place to discuss the placement, the learners needs and the change in circumstance as to why Educ8 can not continue with the placement. Meetings are to be arranged within 5 working days of the email being sent to the referring school / local authority.

Step 4

Educ8 to offer support to the school / local authority in finding alternative education options such as other alternative education providers. Educ8 will continue to keep the learner on roll until a new placement can be sourced.

Step 5

Once a new placement has been sourced, Educ8 will formally withdraw the learner from the Admissions Register.

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The HOS must input the correct legal definition (see appendix A).

8.10 Management Information System (MIS)

When a learner is registered to our school, the details from their referral form will be entered into the MIS. The MIS is controlled by each school's Head of School. The MIS is used to input and monitor attendance, timekeeping, qualification progression and to complete regular reviews.

8.11 Admissions Register

The schools Admissions Register can be located within the MIS. From here the Head of School has access to 'Active' and 'All' (past and present) learners on roll. Information such as learners' legal name, school, year group, main contact details and days they attend Educ8 can be found within this register. Each Head of School is responsible for ensuring the Admissions Register is kept up to date and accurate.

8.12 Provision of Information for new entrants

Once a new learner has joined our admissions register, we will provide them and their parents/carers with some key information about our school and how we will aim to support the learner throughout their time with us. This information is in the form of a [T0063QT Parent & Learner Brochure](#).

The brochure includes information such as:

- Key information such as address, school contact numbers, safeguarding and health and safety.
- Meet the team information.
- Learning information such as induction, curriculum, timetable, rewards and parents evenings.
- The schools Key Performance Indicators from the previous academic year.

Parents/carers also have access to school policies on our website and by contacting the Head of School.

The Educ8 Prospectus is available for download on our website.

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- 8.13 Where a learners personal date changes a **data change form** should be completed. Learners data should be checked on an annual basis at the start of the academic year.

7. Metrics

The following metrics shall be recorded in relation to this policy:

- # of learners on roll
- # of new starters
- # of withdrawals
- # of learners per year group
- SEN admissions
- LAC admissions

8. Quality Records

The following Quality Records shall be generated and managed in accordance with Doc. 10:

Required Record	Custodian
Completed Referral Forms	Head of School
Completed Parent & Learner Information Template	Head of School
Completed EHCP Placement Reviews	Deputy Executive Head
Completed Learner Risk Assessments	Head of School
Completed Data Change Forms	Head of School
Completed Refusal of Place Letters	Head of School

11. Form(s)/Template(s)

There following form(s)/template(s) are required for this document:

Form Number	Title
T0063QT	Parent & Learner Brochure

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F0099QT	EHCP Placement Review
F0036QT	Online Referral Form
T0097QT	Learner Risk Assessment
MIS	Data Change Form
T0100QT	Refusal of Place template

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Appendix A: Regulation 9 Codes - legal reasons for removing pupils from the Admission Register

Regulation 9 Ground for Deletion	Simple explanation
<i>A - The pupil has been registered at another school</i>	Child is now registered at another school (not as part of a dual roll agreement).
<i>B - The pupil has not continued at the school following completion of nursery education</i>	Child is leaving your Nursery at the end of the academic year to start Reception class at another school in September or to begin education elsewhere.
<i>C – The pupil is also registered at one or more other schools and the other schools have agreed the deletion</i>	Child was on dual roll at your school and another school. It has been agreed that the child will now be on sole roll of the other school child was on dual roll of.
<i>D - The pupil has a school attendance order which has been changed to name another school</i>	The pupil's School Attendance Order has been changed and now names another school
<i>E - The pupil had a School Attendance Order which has been revoked</i>	The pupil's school attendance order named your school, but the order has now been revoked.
<i>F - The parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school</i>	Child has been withdrawn to be home educated.
<i>G - The pupil no longer normally lives a reasonable distance from the school</i>	Child has moved too far to continue attending your school. May also be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave if the school believes the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad). *

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H - <i>The pupil has not returned following a leave of absence</i>	Can be used at the completion of the process to remove a pupil from roll who has been absent on extended, unauthorised leave if the school believes the pupil no longer lives within a reasonable distance (i.e. intends to stay abroad). *
I - <i>The pupil has been continually absent from school for 20 school days</i>	Child has been reported to the Local Authority as CME and enquiries have failed to locate the child within 20 school days.
J - <i>The pupil is detained under a sentence of detention</i>	Child is detained (in prison), and school has reasonable grounds to believe they will not return to your school when they are released. This cannot be used if the pupil is remanded to custody while awaiting trial or sentencing.
K - <i>The pupil has died</i>	The pupil has passed away.
L - <i>The pupil will be over compulsory school age and will not continue into the sixth form</i>	Child is leaving school as they are now over statutory school age (end of Year 11) and will not be staying to complete sixth form. Must be referred to Connexions if no plans are in place and will become NEET.
M - <i>The pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid</i>	Only applies to boarding schools maintained by the Local Authority.
N - <i>The pupil has ceased to be a pupil at an independent school or non-maintained special school</i>	Only to be used by independent schools.
O - <i>The pupil has been permanently excluded from the school</i>	Child has been permanently excluded. Local Authority Exclusion Team must be informed

Additional Notes on Withdrawal Codes:

If a student is leaving your school at the end of Year 11 (at age 16) to attend a local post-16 college, the correct code to use in the Admissions Register is:

Ground A

The pupil has been registered at another school.

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If a student is dual registered with us and another school and is returning back to that school then the correct code to use in the Admissions Register is:

Ground C

This code is used in situations where a pupil is registered at more than one school (dual registration). This does not apply if the pupil is moving to another school full-time (use Code A for that scenario).