

Admissions Policy

Document number:	7
School:	<i>All Schools</i>
Issue:	2.0
Owner:	<i>Safeguarding Director</i>
Approved by:	<i>The Executive Board</i>
Effective date:	<i>16 September 2025</i>
Next review due by:	<i>15 August 2026</i>

1. Summary

Educ8 Independent School is committed to a fair, transparent, and safeguarding-led admissions process that places the best interests of every learner at its core. The school admits pupils aged 13–16 and considers applications from parents, carers, local authorities, schools, and health or EOTAS commissioners. Admission decisions are based on whether the school can meet a learner's educational, social, and safeguarding needs, with full regard to the Equality Act 2010 and a commitment to making reasonable adjustments where necessary.

All applications are reviewed carefully, with supporting documentation, safeguarding checks, attendance records, and risk assessments forming part of the process. Meetings with the learner, parents/carers, and referrers ensure that placements are suitable and safe. Priority is given to Looked After Children, learners with an EHCP naming the school, and siblings of current pupils. Where capacity is limited, a waiting list is maintained.

Educ8 maintains a statutory admissions register in line with the Education (Pupil Registration) (England) Regulations 2006 and Keeping Children Safe in Education (KCSIE 2025). This ensures accurate records of all learners on roll and compliance with Children Missing Education duties, including notification to the Local Authority when pupils join or leave the school at non-standard transition points. Oversight of admissions decisions is provided by the Headteacher and Board of Trustees, who review anonymised admissions data annually to ensure fairness, compliance, and safeguarding integrity.

2. Document Release

This document has been reviewed in accordance with the Educ8 Quality System and the requirements of this policy. 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.

This policy will be reviewed annually and approved by the Board of Trustees.

3. Purpose & Scope

This policy sets out the admissions arrangements for Educ8 Independent School and ensures compliance with:

- The Education Act 2002
- The Education (Independent School Standards) Regulations 2014
- The Equality Act 2010
- The school's safeguarding duties under Keeping Children Safe in

- Education (KCSIE 2025)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- Education (Pupil Registration) (England) Regulations 2006

The policy applies to all applications for admission to the school.

This policy also reflects the DfE guidance Working Together to Improve School Attendance (2024), Alternative Provision statutory guidance (2025), and Children Missing Education (2016).

4. Principles

- 4.1 The school admits learners between the ages of 13 -16 years of age.
- 4.2 Admission decisions will be:
- Consistent, transparent, and fair.
 - Based on an assessment of whether the school can meet the learner's educational, social, and safeguarding needs.
 - Non-discriminatory, in line with the Equality Act 2010.

The welfare of the learner and the safety of the school community are paramount.

- 4.3 Educ8 will make reasonable adjustments, in line with the Equality Act 2010, to ensure that no applicant is disadvantaged on the basis of disability, special educational needs, or any protected characteristic.

5. Admissions Criteria

- 5.1 Admission is subject to:
- Completion of the school's referral form
 - Submission of relevant documentation, including (where applicable):
 - EHCPs or SEN reports
 - Previous school reports
 - Safeguarding information
 - Medical or therapeutic reports
 - An admissions interview/meeting with the learner and parents/carers
 - A school visit or assessment day (where appropriate)
 - A risk assessment undertaken by the school
 - Confirmation that the school has capacity and resources to meet the learner's needs
- 5.2 The school reserves the right to refuse admission where:
- The learner's needs cannot reasonably be met within existing provision
 - Admission would compromise the safety, wellbeing, or education of other learners

- Documentation required to make an informed decision has not been provided

5.3 Referrals may be made by parents/carers, local authorities, schools, or health/EOTAS commissioners. All applications will be assessed to ensure placements are suitable, safe, and in the best interests of the learner.

6. Application and Decision-Making Process

6.1 Stage 1 - Application

Parents/carers, local authorities, or referrers submit an application form with supporting documents.

6.2 Stage 2 - Review of Information

The Headteacher (or delegated SLT member) reviews submitted documents.

Further evidence may be requested.

6.3 Stage 3 – Assessment and Meeting

A meeting is held with the learner, parents/carers, and (where applicable) the placing authority.

The learner may attend a trial day or short induction.

A risk assessment and needs assessment are completed.

6.4 Stage 4 – Decision

The Headteacher, in consultation with the Senior Leadership Team, makes the final decision.

Decisions are communicated in writing within 10 working days.

6.5 Where a pupil has an existing school place, safeguarding and attendance records will be requested and reviewed prior to admission. A risk assessment will be completed before the placement starts.

7. Oversubscription and Waiting List

7.1 If applications exceed available capacity priority will be given to:

- Looked After Children (LAC) and previously LAC
- Learners with an EHCP naming the school
- Siblings of learners already enrolled

7.2 A waiting list will be maintained and reviewed termly.

8. Appeals

8.1 Parents/carers may appeal in writing to the Headteacher within 10 working days of an admissions decision.

- 8.2 Appeals will be reviewed by an independent panel of governors/trustees, whose decision is final.
- 8.3 If parents/carers remain dissatisfied after the appeal process, they may raise a formal complaint under the school's Complaints Policy.

9. Safeguarding Checks

- 9.1 The school will request safeguarding information from previous schools or agencies before admission is confirmed.
- 9.2 Where there are safeguarding concerns, the Designated Safeguarding Lead (DSL) will be consulted before a decision is finalised.
- 9.3 Admissions will not be confirmed until safeguarding checks are satisfactorily completed.
- 9.4 The school will notify the Local Authority when a pupil is added to or removed from the admissions register at non-standard transition points, in line with Children Missing Education duties.
- 9.5 Where a learner is unable to attend full time due to physical or mental health needs, Educ8 may agree to a time-limited part-time timetable. This will be put in writing, agreed with parents/carers and (where applicable) the Local Authority, and reviewed at least half termly.

10. Admissions Register

- 10.1 Educ8 maintains an admissions register in accordance with the Education (Pupil Registration) (England) Regulations 2006 and KCSIE 2025.
- 10.2 The register records for each pupil:
- Full name
 - Gender
 - Date of birth
 - Name and address of every parent/carer, with details of the parent the pupil normally lives with
 - At least one telephone number for each parent/carer
 - Previous school attended (if applicable)
 - Date of admission or re-admission
 - Destination school and expected start date when a pupil leaves Educ8 (where known)
- 10.3 The school will notify the Local Authority when a pupil is added to or removed from the register at non-standard transition points, in line with Children Missing Education duties. The admissions register is reviewed regularly by the Headteacher and monitored by the Board of Trustees.

11. Removal from the Admissions Register

- 11.1 Educ8 will only remove a pupil from the admissions register in line with the Education (Pupil Registration) (England) Regulations 2006. A pupil may be

removed where, for example, they:

- Have completed their education at Educ8 (e.g. end of Year 11).
- Have been registered at another school.
- Are being home educated by their parents/carers.
- Have moved out of the area and will attend another setting.
- Have been permanently excluded.

- 11.2 When a pupil is removed from the register at a non-standard transition point, Educ8 will notify the Local Authority immediately, providing the pupil's full details, reason for removal (including appropriate regulation code - Appendix A), and destination school (with start date where known). This ensures compliance with Children Missing Education duties and supports safeguarding oversight.

11. Withdrawal of an Offer

- 11.1 An offer of a place may be withdrawn where:

- False or misleading information has been provided.
- The learner's needs cannot be safely or reasonably met.
- Fees (where applicable) are not paid in accordance with the school's terms.

12. Monitoring and Review

- 12.1 Admissions decisions are logged and monitored by the Headteacher.
- 12.2 The Board of Trustees will review anonymised admissions data by key characteristics (SEND, LAC, pupils with a social worker) to assure fairness and compliance with the Equality Act 2010.

13. Forms & Templates

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

- F0099QT [EHCP Placement Review](#)
- F0036QT [Online Referral Form](#)
- T0097QT [Learner Risk Assessment](#)
- T0100QT [Refusal of Place template](#)

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). *
<i>H - 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.

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).

Issue & 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
2.0	Rewrite Simplification of section text and format	J. Payne	16/09/2025