

Part of the Branches Education Group



ADMISSIONS POLICY



Approved By	Rebecca Warhurst	Head Teacher	Aug 2026
Amendments Made			
Linked Policies			
Signed	<i>R Warhurst</i>	Head Teacher	Aug 2026
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Date Next Review	Aug 2027		

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1.0 AIMS

Branches Education Group is committed to ensuring that all admissions are managed fairly, consistently, transparently and in the best interests of children and young people.

The purpose of this policy is to:

- provide a clear framework for the admission of pupils to the school
- ensure that the school can appropriately meet the identified needs of all pupils admitted
- support a smooth transition into school through effective induction and planning
- ensure safeguarding considerations are central to all admissions decisions
- maintain accurate admission and attendance records in accordance with current legislation
- ensure that pupils' destinations on leaving the school are appropriately recorded and verified
- support compliance with statutory guidance relating to safeguarding, children missing education, SEND and attendance.

2.0 LEGISLATION AND GUIDANCE

This policy has been developed with reference to:

- Education Act 1996
- Education Act 2002
- Education Act 2011
- Children and Families Act 2014
- SEND Code of Practice: 0-25 Years
- School Admissions Code
- School Admission Appeals Code
- School Attendance (Pupil Registration) (England) Regulations 2024
- Children Missing Education: Statutory Guidance for Local Authorities and Schools (2025)
- Working Together to Safeguard Children
- Working Together to Improve School Attendance
- Keeping Children Safe in Education 2026
- Prevent Duty Guidance
- Equality Act 2010
- Independent School Standards Regulations 2014 (where applicable)
- Any subsequent amendments or replacement legislation and guidance.

3.0 PRINCIPLES

The school will:

- consider every referral individually
- work collaboratively with local authorities, parents/carers and professionals
- ensure admissions decisions are based on evidence and the ability of the school to meet need
- promote equality of opportunity and avoid unlawful discrimination
- ensure safeguarding remains a key consideration throughout the admissions process
- support effective information sharing between agencies
- ensure pupils receive an appropriate and supportive induction.

4.0 RESPONSIBILITIES

4.1 Branches Education Group

Branches Education Group will:

- ensure robust admission arrangements are in place
- ensure referrals are managed efficiently and within agreed timescales
- ensure schools assess whether they can meet the needs identified within Education, Health and Care Plans (EHCPs) and associated reports
- maintain transparent referral procedures
- ensure admissions arrangements promote safeguarding and pupil welfare
- verify and record pupil destinations when pupils leave the school
- notify local authorities where required by legislation regarding children missing education or pupils removed from roll.

4.2 Headteacher

The Headteacher will:

- oversee the admissions process
- make recommendations regarding suitability of placements
- ensure admissions procedures are implemented consistently
- ensure staffing, resources and provision can meet identified needs
- ensure safeguarding information is reviewed prior to admission.

4.3 Designated Safeguarding Lead (DSL)

The DSL will:

- review safeguarding information provided during the referral process
- assess any known safeguarding risks

- ensure appropriate support plans and risk assessments are in place
- facilitate the transfer and secure storage of child protection records
- liaise with external agencies where necessary.

5.0 REFERRAL PROCESS

Referrals are typically received from local authorities.

The referral process will normally include:

1. Receipt of referral documentation.
2. Review of:
 - EHCP
 - professional reports
 - educational records
 - attendance information
 - safeguarding information
 - behaviour and risk assessments where available.
3. Initial consideration by the Headteacher and relevant senior leaders.
4. Determination of whether the school may be able to meet the pupil's needs.
5. Consultation with parents/carers and the placing local authority.
6. Home visit where appropriate.
7. School visit for the child or young person and their family.
8. Further assessment of suitability.
9. Offer of placement to the commissioning local authority.
10. Formal agreement of placement.
11. Confirmation of start date and transition arrangements.

The school reserves the right to decline a referral where:

- the school cannot safely meet need
- required provision cannot reasonably be provided
- admission would have a significant adverse impact on the efficient education or welfare of existing pupils
- safeguarding considerations indicate the placement would be unsuitable.

6.0 SAFEGUARDING DURING ADMISSION

Safeguarding is an integral part of the admissions process.

Prior to admission, the school will seek and review relevant safeguarding information, including:

- child protection records
- early help involvement
- social care involvement
- attendance history
- exclusion records
- behaviour support plans
- risk assessments
- health information
- information relating to exploitation, radicalisation, online safety concerns or contextual safeguarding risks.

The school will ensure that safeguarding records are transferred securely and handled in accordance with statutory guidance and data protection requirements.

No child will be admitted without consideration of known safeguarding risks and the support required to manage them appropriately.

7.0 ADMISSIONS PROCESS

Prior to admission the school will ensure:

- identified needs can be met through existing provision or additional agreed resources
- funding arrangements have been confirmed
- contractual documentation has been completed
- safeguarding information has been reviewed
- relevant risk assessments have been completed
- baseline information has been obtained
- transition plans have been agreed
- agreed support arrangements are in place.

Each pupil will receive a personalised induction programme which may include:

- phased integration
- familiarisation visits
- enhanced pastoral support
- assessment activities
- social and emotional support.

A post-admission review meeting will normally take place within twelve weeks of admission.

The review will consider:

- placement suitability
- educational progress
- attendance
- behaviour and wellbeing
- safeguarding arrangements
- additional support requirements.

Parents/carers, local authority representatives and relevant professionals will be invited to participate.

8.0 PROSPECTUS AND PUBLISHED INFORMATION

The school will publish and maintain accurate information regarding:

- school name and address
- contact details
- website address
- age range
- school type
- pupil population
- SEND specialisms
- admissions arrangements
- curriculum information
- safeguarding information
- complaints procedures.

This information will be available on the school website and in alternative formats upon request.

9.0 ADMISSION REGISTER

The school will maintain an Admission Register and Attendance Register in accordance with legal requirements.

The Admission Register will include:

- Unique Pupil Number (UPN) where applicable
- full legal name
- sex
- date of birth

- home address
- details of parents/carers
- emergency contact information
- admission date
- previous school details
- leaving date
- destination on leaving.

The school will maintain records securely and in accordance with applicable data protection legislation.

10.0 CHILDREN MISSING EDUCATION

The school recognises that children missing education are at increased risk of harm, abuse, neglect, exploitation and radicalisation.

The school will:

- follow Children Missing Education statutory guidance
- work closely with local authorities and other agencies
- investigate unexplained pupil absences
- make appropriate referrals where concerns arise
- comply with all statutory notification requirements
- maintain accurate records of pupils entering and leaving the school.

11.0 DELETION FROM THE ADMISSION REGISTER

The school will only remove pupils from the Admission Register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024.

Where required, the school will notify the relevant local authority when a pupil is to be removed from roll.

This includes circumstances such as:

- elective home education
- transfer to another school
- relocation
- prolonged absence meeting statutory criteria
- permanent exclusion
- death of a pupil
- other lawful grounds permitted by current legislation.

The school will verify destinations wherever possible and will promptly notify the local authority where a destination cannot be confirmed.

12.0 EQUALITY, DIVERSITY AND INCLUSION

The school is committed to promoting equality, diversity and inclusion.

Admissions decisions will not discriminate unlawfully on grounds including:

- disability
- sex
- race
- religion or belief
- sexual orientation
- gender reassignment
- pregnancy or maternity.

Reasonable adjustments will be considered in accordance with the Equality Act 2010.

13.0 RECORD KEEPING

The school will:

- maintain accurate admissions records
- securely retain relevant documentation
- comply with data protection legislation
- limit information sharing to legitimate professional purposes
- ensure confidentiality is maintained while safeguarding responsibilities are fulfilled.

14.0 MONITORING AND REVIEW

The Headteacher is responsible for implementing and monitoring this policy.

This policy will be reviewed:

- annually
- following significant legislative change
- following new Department for Education guidance
- following safeguarding or regulatory developments.
- Any amendments will be approved through the school's governance arrangements.