



YOUTH ORGANISATION SINCE 2015

Admissions Policy

Reviewed: 2026

1. Purpose

This policy outlines the admission procedures for pupils referred to Aspire in Arts through both local authority referrals and direct referrals (e.g., from schools). The aim is to ensure fair, transparent, and timely access to appropriate alternative provision for pupils who require additional support outside of mainstream education.

2. Referral Routes

a) Local Authority Referrals

Referrals from the local authority will be made in accordance with the statutory duties and agreements under the Education Act 1996 and relevant local protocols.

- Referrals typically relate to:
 - Permanently excluded pupils.
 - Pupils at risk of exclusion.
 - Pupils with health or medical needs.
 - Pupils not currently on roll with any school (e.g. missing education).
- The local authority will complete a referral form and provide supporting documentation, including:
 - EHCP (if applicable),
 - Previous school reports,
 - Safeguarding information,
 - Behaviour logs,
 - Attendance records.
- A panel (where applicable) or designated admissions officer will review the referral for suitability.
- Admission is subject to a risk assessment and the ability of the provision to meet the pupil's needs.

b) Direct Referrals

Referrals may also be made directly by:

- Mainstream schools (for time-limited or dual registration placements),

- Parents/carers (e.g. for medical needs or elective placements),
- Other professionals (e.g. social workers, CAMHS).

Process:

- The referring party completes a Direct Referral Form available from the Alternative and Intervention Manager: Tamar@aspireinarts.org or in absence Info@aspireinarts.org
- Supporting documentation must be submitted to allow appropriate assessment.
- A consultation meeting may be arranged to discuss the pupil's needs.
- Admissions decisions will consider:
 - The educational and pastoral needs of the pupil,
 - The suitability of the provision,
 - Capacity and resourcing at the time of referral.

3. Admissions Criteria

- Admissions are non-discriminatory and in line with the Equality Act 2010.
- Priority may be given to:
 - Pupils at risk of exclusion,
 - Pupils with significant unmet needs,
 - Pupils in care or with a child protection plan.
- All referrals are subject to:
 - Suitability of placement,
 - Availability of places,
 - Risk assessment,
 - Capacity to deliver the required support.

4. Decision Making and Timelines

- Decisions will be made within **10 school days** of receipt of a completed referral form and supporting documents.
- Referring parties will be notified in writing of the outcome.
- If a placement is not deemed appropriate, reasons will be provided along with alternative recommendations where possible.

5. Appeals and Complaints

- As Alternative Provision is often commissioned rather than chosen via parental preference, there is no automatic right of appeal.
- However, complaints regarding the admissions process can be raised via the Aspire in Arts Complaints Procedure.

6. Review

This policy will be reviewed annually or in response to legislative or local procedural changes.