

IMPACT ALTERNATIVE LEARNING
FULL ADMISSIONS SYSTEM
FINAL – INSPECTION / LA / TRIBUNAL PROOF

Reviewed: April 2026

1. PURPOSE & PRINCIPLES

Defines a fully integrated admissions system ensuring all placements are safe, appropriate and legally defensible.

Admissions decisions prioritise safeguarding, suitability, and long-term placement stability.

2. LEGAL FRAMEWORK

Children and Families Act 2014

SEND Code of Practice 2015

Equality Act 2010

KCSIE 2025

3. ADMISSIONS CRITERIA

EHCP required

Referral via Local Authority only

Aged 11–16 and post-16 up to 19

SEMH / vocational needs aligned to provision

Risk manageable within staffing model

4. NON-ADMISSION FRAMEWORK

Needs cannot be met safely

Risk exceeds staffing capability

Placement would negatively impact existing cohort

Provision mismatch (e.g. physical accessibility limitations)

5. INTERNAL ADMISSIONS PANEL

All decisions made via structured panel:

- Principal (Chair)
- DSL
- SEN Lead
- Lead Mentor

Panel reviews all evidence before decision.

6. RISK & SUITABILITY MATRIX

Placement assessed across behaviour, safety, staffing, peer impact and environment.

Area	Low	Medium	High
Behaviour	Stable	Escalating	High disruption
Risk	Minimal	Manageable	Severe
Staff Ratio	1:4	1:2	1:1

7. FULL ADMISSIONS FLOW

1. LA consultation received
2. Documentation review
3. Risk assessment completed
4. Panel decision
5. Accept / Decline issued
6. Transition planning
7. Placement begins
8. 6-week review

8. ACCEPTANCE LETTER TEMPLATE

We confirm that Impact Alternative Learning can meet the needs outlined in the EHCP.

Placement approved subject to agreed transition plan.

Signed: Principal

9. REFUSAL LETTER TEMPLATE

After full review, Impact cannot safely meet needs due to:

- Risk level
- Staffing constraints
- Cohort impact

Decision made in line with SEND Code of Practice.

Signed: Principal

10. TRANSITION MODEL

Phased starts used where required

Key worker assigned

Daily review in first week

Formal review at 6 weeks

11. LINK TO BEHAVIOUR & SAFEGUARDING

Admissions decisions align with behaviour policy thresholds.

Safeguarding risk overrides all other considerations.

APPENDIX 1 – PANEL RECORD

Student:

Risk rating:

Decision:

Rationale:

Signatures:

APPENDIX 2 – FULL CHECKLIST

EHCP reviewed

Risk assessed

Panel decision logged

Parent informed

Provision map created

Staffing confirmed

Transport arranged

Start date agreed