ADMISSIONS POLICY

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027

SAFE PEOPLE • POSITIVE PATHWAYS • COMPLIANT PRACTICE | Impact Alternative Learning - commissioned alternative provision.

1 PURPOSE AND STATUS

- This policy describes suitability decisions for currently commissioned alternative provision and does not claim Impact is a registered independent school.
- A future registered-school admissions policy may require a separate approved version reflecting the actual registration decision and age range.

2 REFERRALS AND EQUALITY

- Accept enquiries from commissioning schools, academies and local authorities. Parents may enquire, but cannot alone authorise a public-funded placement.
- Assess applicants equitably, without unlawful discrimination, and identify reasonable adjustments and SEND support.

3 ASSESSMENT INFORMATION

- Obtain consent/lawful information sharing for current EHCP sections B/F, risk plans, attendance, educational baseline, medical needs, safeguarding and target outcomes as relevant.
- Consult the learner, family, commissioner and professional partners, requesting clarification before determining suitability.

4 SAFE SUITABILITY DECISION

- Consider staff capacity, location, safeguarding risks, peer group, curriculum, physical access and transport; do not base decisions on diagnosis alone.
- Record acceptance in principle / further information / cannot safely meet need, with evidence and rationale.

5 WRITTEN AUTHORISATION

- No start without agreed commissioner authorisation specifying fees, hours, dates, placement lead, attendance reporting, safety and review responsibilities.
- Impact cannot unilaterally change statutory school placement or EHCP Section I; commissioners/LA retain statutory functions.

6 TRANSITION AND INDUCTION

- Complete emergency and safeguarding handover; ensure first-day timetable, adjustments, staff allocation, transport and learner welcome are agreed.
- Confirm that all identified additional provision can actually be delivered before start.

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Fair, needs-led, funded AP placement decisions

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7 ENDING AND APPEALS

- Respond to complaints about procedures through Complaints Policy; review concerns about suitability fairly with commissioner and family.
- Avoid abrupt cessation of education without safeguarding evaluation and a documented transition plan.

8 GOVERNANCE AND RECORDS

- Monitor admissions, decisions, protected-characteristic equality, withdrawals and outcomes without storing more information than necessary.
- Principal reviews annually and after any material change to approved provision.

9 LINKED STATUTORY AND DFE GUIDANCE

- SEND code of practice: 0 to 25 years; DfE Alternative provision statutory guidance (February 2025); DfE Non-school alternative provision voluntary national standards (August 2025; non-statutory) This policy is a provider operational policy; the primary guidance and any commissioner requirements take precedence where applicable.

10 POLICY OWNERSHIP AND REVIEW

- Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Next review: September 2027, or sooner if legislation, safeguarding guidance, commissioning requirements or provision changes.
- The Principal manages implementation and policy review, with governance oversight where appropriate; relevant staff are informed of updates and confirm understanding.