



## **Admissions Policy**

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Sage Education Provision Ltd

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## Introduction

Sage Education Provision ("the Provision") delivers high-quality alternative education for young people who are unable to access mainstream schooling, commissioned by Local Authorities (LAs), schools, parents and other public bodies.

This Admissions Policy is aligned with the Department for Education (DfE) Non-School Alternative Provision Voluntary National Standards and reflects expectations within Local Authority commissioning arrangements.

We aim to ensure that admissions are fair, transparent, inclusive, and in the best interests of each learner.

## Principles

Our admissions process is guided by the following principles:

- **Equity and Inclusion:** We welcome referrals for learners regardless of background, need, or prior educational experience.
- **Transparency:** Admission decisions are clear, documented, and communicated effectively.
- **Suitability:** Placements are offered only where we can meet the learner's educational, social, emotional, and behavioural needs.
- **Safeguarding First:** The safety and wellbeing of all learners and staff are central to all admissions decisions.

## **Commissioning and Referral Routes**

All placements must be formally commissioned via:

- Local Authorities
- Schools or academies (including Multi-Academy Trusts)
- SEND teams (including EHCP consultation processes)
- Parents/Carers where funding privately

All referrals must include:

- Completed referral form
- Pupil profile and educational history
- Attendance, behaviour, and exclusion data
- Safeguarding file
- Risk assessments
- SEND information, including EHCP where applicable
- Details of current or previous interventions

The Provision will not accept placements without sufficient information to ensure safe and effective delivery.

## **Assessment and Placement Decision**

Upon receipt of a referral:

- Documentation will be reviewed by the Director and SENDCo
- Additional information may be requested
- A pre-placement visit or assessment may be arranged
- A risk assessment (in some circumstances) may be undertaken

A placement will be offered where:

- The Provision can meet the learner's needs
- The placement does not adversely impact existing learners
- Appropriate staffing and resources are available

Where a placement is declined, clear reasons will be provided.

## **Placement Agreements and Service Specifications**

All accepted placements will be underpinned by a written service level agreement between Sage Education Provision and the commissioning body.

This will include:

- Agreed start date and duration
- Planned hours of provision
- Intended outcomes (academic, social, emotional)
- Funding arrangements and cost breakdown
- Review schedule and reporting expectations
- Responsibilities of each party

No placement will commence without formal agreement in place.

## **Safeguarding and Information Sharing**

Sage Education Provision is committed to safeguarding and promoting the welfare of children and young people and is central to all commissioning decisions.

Prior to admission:

- Full safeguarding information must be shared by the commissioner
- Any Child Protection Plans, CIN status, or relevant court orders must be disclosed
- Risk management strategies must be communicated

Sage Education Provision will:

- Review and, where necessary, adapt risk assessments
- Ensure staff are appropriately briefed
- Maintain ongoing communication with safeguarding partners

Placements may be declined or delayed where safeguarding information is incomplete, or risks cannot be safely managed.

## **Special Educational Needs and Disabilities (SEND)**

We are committed to supporting learners with SEND

We will:

- Review EHCPs where applicable
- Align outcomes with EHCP objectives where applicable
- Map provision against identified needs
- Make reasonable adjustments in line with our resources and expertise

The Provision will confirm whether it can meet needs within its current resources. Where this is not possible, this will be clearly communicated to the commissioner.

## **Induction and Transition Planning**

A structured induction process will be implemented for all learners, including:

- Transition planning meeting with commissioner and key professionals
- Agreed start date
- A phased transition (where appropriate)
- Baseline assessments
- Development of an Individual Learning Plan (ILP)
- Introduction to staff and routines
- Safeguarding briefing

## **Monitoring, Review, and Reporting**

All commissioned placements are subject to formal review processes.

Sage Education Provision will provide:

- Regular progress reports
- Attendance data
- Behaviour and engagement updates
- Safeguarding updates where relevant

Formal review meetings will be held with the commissioning body to assess:

- Progress against agreed outcomes
- Continued suitability of placement
- Next steps (e.g. reintegration, extension, or transition)

## **Dual Registration and Accountability**

Where learners are dual registered:

- The commissioning school or Local Authority retains overall accountability
- Clear lines of responsibility will be defined in the placement agreement
- Attendance and safeguarding data will be shared promptly

## **Data Protection and Confidentiality**

All commissioning and learner data will be handled in accordance with UK GDPR and data protection legislation.

Information will be:

- Stored securely
- Shared only on a need-to-know basis with relevant professionals
- Used to support safe and effective provision

## **Complaints**

Concerns regarding admissions or commissioning should be raised in line with the provisions complaints policy.