Admission and Referral Policy for Placement in Educ8academy Education Provision

2026 - 2027

Reviewed by:	Kiran Peart	**Date:** September 2026
Next review due by:	August 2027	
Version: 3		

Purpose

The purpose of this policy is to set out our admission and referral policy to demonstrate that admissions will be fair, open and transparent and enable Educ8academy to meet the needs of

its students. We are committed to supporting vulnerable children and young people and will ensure we can meet their needs before they are offered a place.

Scope

This policy applies to all children and young people seeking to undertake an educational placement at Educ8academy.

Policy Statement

Educ8acdemy has been established to deliver education to children and young people who would benefit from a placement away from mainstream education. Students are likely to have experienced school attendance issues. This includes students who are unable to attend due to medical reasons.

The aim of Educ8academy is to re-engage students into education and support progression to employment, training or further education.

Aims of policy

The aim of this policy is to ensure a placement at Educ8academy is based on the following criteria:

1. That we can offer the student learning and support suitable for their needs.
2. That the student successfully completes a probationary period.
3. That all students can be supported by current staffing levels.
4. That a contract to fund the student place has been agreed.

Students who pose a significant safety risk to themselves or others will be considered on an individual basis.

Roles and Responsibilities

- The Alternative Provision Education Lead is responsible for writing and implementing this policy.
- The admission and referral requirements and audits are monitored and reviewed regularly by the Alternative Provision Education Lead.
- Minor and major changes to the policy will be reviewed by the Head Teacher.
- A policy review will take place every two years or in line with relevant changes to legislation and/or local guidance. **Equality**
- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- Educ8academy recognises the need for specific measures to ensure a fair admissions process for each of these groups. • This policy and all other associated policies and documents take this into account.

Students supported by Educ8academy

Our priorities for providing places are for:

- Those who have social, emotional, or mental health needs that limits the amount of time they can spend in mainstream school
- Those who have been absent from mainstream school for long and recurring periods

Number of places available

- Educ8academy will primarily provide education for school aged children. This will be small groups with a maximum of 6 students per group in a classroom setting.
- Educ8academy will provide outreach tuition for students who require education offsite.
- Placements are based on the needs of the young person.

Referral arrangements

Requests to support young people who are experiencing social, emotional, mental health can be made through one of the following referral routes:

  - Referred by the mainstream school to support the school's early intervention measures to address attendance and/or behaviour.
  - Referred by LEAs.
  - Referred by SEND team

- All referrals must complete the referral form fully and submit to Educ8academy Education Lead and attend a referral meeting before a place will be offered. This is outlined in the procedure below.

Registration arrangements

- Where students are on the roll of a school and attend sessions at Educ8academy, the student will be single registered at their current school.
- In case of absence, we would expect parents/carers to contact Educ8academy to let staff know.

All students must complete 12 weeks initially, with a review meeting after 6 weeks with Educ8academy staff, parents and/or school staff.

Referrals and Admission Procedure

1. An initial enquiry is received at Educ8academy via phone, email or website.
2. A referral form is completed by the referrer.
3. Once a referral form is received at Educ8academy, it is securely logged.
4. The referral form must include supporting evidence of thorough prior assessment with proposed outcomes. e.g.
    - Pastoral Support Plans
    - Essential baseline information, i.e. academic, social/emotional, current educational provision/ curriculum, details of Special Educational Needs and or Disabilities (SEND)
    - For Children Looked After, a current Personal Education Plan (PEP)
    - In case of a medical referral, written support from a paediatrician
    - Evidence of ongoing interventions
    - In case of all exclusions, copy of Head Teacher's letter of exclusion to parents
5. The student's parent/carer will then be contacted by phone/e-mail.
6. A meeting at Educ8academy with the young person, support worker/mentor and parent(s)/carer(s) will be undertaken to ensure that all parties are satisfied that Educ8academy can meet the needs of the young person.
7. A decision will be made at the end of the meeting. If further information is required or if a funding arrangement has not been agreed this may be a conditional offer. If Educ8academy is not able to meet the needs of the young person it will be agreed at the meeting and no further action will be required.
8. If we can accept a young person's referral, we will contact the representative to accept the referral with details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.
9. At the end of the 6-week period, a review meeting will take place to discuss progress and the continuation of the placement, including setting an individual learning plan.

Referrals and Admission:

All enquires addressed to Kiran Peart

Email: **info@educ8academy.co.uk**

Complete referral form/information passport and send back to Educ8academy with required documents.

Meeting following referral and receipt of all information required

Agreed start date confirmed

Review after 6 weeks

Initial placement duration- 12 weeks