



Admissions Policy

Effective from: April 2026

Review date: April 2027

Purpose

This Admissions Policy sets out the statutory and operational arrangements for admitting pupils to Bridge 2 Education and Employment at Key Stage 4 (KS4). The policy is designed to ensure admissions are managed in a transparent, consistent, and lawful manner, in line with the **SEND Code of Practice (2015)** and relevant Local Authority procedures.

Provision Overview

The Alternative Provision at **Bridge 2 Education and Employment** offers specialist educational support for pupils in **Year 10 and Year 11**. Pupils admitted to the provision will **remain with us until the completion of Key Stage 4 (KS4)**, unless a review determines that an alternative placement is more appropriate. Pupils might be on roll with a school but attend our provision 15 hours a week.

Eligibility Criteria

Pupils will be considered for admission where all of the following apply:

- The pupil is in **Year 10 or Year 11**.
- The pupil has an **Education, Health and Care Plan (EHCP)**.
- The Local Authority (LA) has identified the Alternative Provision as a suitable placement to meet the pupil's needs.
- The provision can meet the pupil's identified needs safely and appropriately, having regard to existing cohort needs and capacity.

Referral and Consultation Process

All admissions are managed through a formal **consultation process led by the Local Authority**, in accordance with statutory duties under the Children and Families Act 2014.

Initial Consultation and Paperwork Review

- The Local Authority submits a formal consultation request to Bridge 2 Education and Employment.
- The following documentation must be provided for consideration:
 - The pupil's Education, Health and Care Plan (EHCP)
 - Section B (Special Educational Needs), Section F (Provision), and Section E (Outcomes)
 - Recent educational reports and assessments
 - Behaviour, attendance, and exclusion history (where applicable)
 - Current risk assessments and safeguarding information
 - Reports from relevant professionals
- All documentation is reviewed to determine whether the provision can meet the pupil's needs safely, effectively, and within current capacity.

Visit and Further Assessment

- Where required, a visit will take place to support the consultation decision. This may include:
 - A visit by the pupil and parents/carers to Bridge 2 Education and Employment, and/or
 - A visit by provision staff to the pupil's current setting.
- The purpose of the visit is to assess suitability, clarify needs, and plan appropriate support and transition arrangements.

Decision and Offer of Placement

- Following full consideration of the consultation information, Bridge 2 Education and Employment will provide a written response to the Local Authority.
- Where a placement is agreed, a formal **offer of placement** will be issued, outlining proposed start dates and any agreed transition arrangements.

Admission and Duration of Placement

- Pupils admitted to Bridge 2 Education and Employment will attend **from the point of entry until they complete KS4** (end of Year 11).
- Placements are subject to **regular review** through EHCP review processes and ongoing monitoring.
- As part of the pupil's **exit planning**, all pupils will undertake a **formal Annual Review led by a qualified SENCO**.
- The Annual Review will focus on outcomes, readiness for transition, and appropriate next steps.
- This process is designed to support pupils to move successfully into **post-16 education, training, employment, or work-based learning** at the end of KS4.
- Any changes to placement will be made in consultation with the Local Authority and in line with statutory guidance.

Capacity and Oversubscription

- Admissions are subject to available places and the ability of the provision to meet the pupil's needs.
- Where demand exceeds capacity, decisions will be made in consultation with the Local Authority, prioritising pupil safety, suitability, and effective provision for all pupils.

Safeguarding

Bridge 2 Education and Employment is fully committed to safeguarding and promoting the welfare of children and young people.

- Safeguarding considerations form a core part of all admissions decisions.
- The provision requires full disclosure of safeguarding information, including known risks, as part of the Local Authority consultation process.
- All safeguarding arrangements operate in line with **Keeping Children Safe in Education (KCSIE)** and relevant Local Authority safeguarding procedures.
- The provision has a designated safeguarding lead (DSL) and appropriately trained staff.
- Risk assessments are reviewed and updated as necessary to ensure pupil and staff safety.

Equality and Inclusion

The Alternative Provision is committed to equality of opportunity and does not discriminate on the grounds of protected characteristics as defined by the Equality Act 2010. All admissions decisions are made based on individual need and the ability of the provision to meet those needs.

Review of Policy

This policy is reviewed annually or sooner where required to reflect changes to legislation, statutory guidance (including KCSIE and the SEND Code of Practice), or Local Authority arrangements.

This policy will be reviewed regularly and updated as required to reflect changes in legislation, statutory guidance, or local arrangements.

Policy Approval

Policy Owner: Bridge 2 Education and Employment

Approved by: Director of Operations

Date Approved: April 2026

Next Review Date: April 2027