



Admission Policy

Date of issue: September 2026
Date for renewal: September 2028
2nd Edition

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Admission Policy

Specialist Provision for Learners with Special Educational Needs (SEN)

1. Introduction

Inspired PD is a specialist non-school provision offering tailored support for learners with Special Educational Needs (SEN). We provide both short-term and long-term placements, focusing on therapeutic, academic, and social development based on each learner's individual needs.

This Admission Policy outlines the procedures and criteria for admitting learners into our setting, ensuring a fair, transparent, and consistent process for all stakeholders.

2. Aims of the Admission Policy

- To provide a clear framework for the admission of learners referred to the setting.
 - To ensure that placements meet the individual needs of each learner.
 - To outline responsibilities of referring schools or local authorities.
 - To maintain a high-quality service through appropriate documentation and baseline assessments.
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3. Referral Process

3.1 Who Can Refer

Referrals are accepted from:

- Mainstream and special schools
- Local Authorities
- Multi-agency teams working with the child/young person

3.2 Referral Documentation

All referrals must be submitted using our **Referral Form**, which should include:

- Educational background and current provision
- Details of the learner's SEN needs and support strategies
- Relevant safeguarding information
- Any current risk assessments, EHCPs, or medical plans

Incomplete referral forms may delay the admission process.

4. Admission Criteria

We accept learners who:

- Are identified as having Special Educational Needs (diagnosed or under assessment)
- Require a bespoke or alternative provision to meet their academic, emotional, or behavioural needs
- Can benefit from a short-term or long-term placement as agreed with the referrer

Admission is subject to:

- Availability of space within the provision
 - Compatibility of the learner's needs with the provision's resources and expertise
 - A completed referral process (including paperwork and assessments)
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5. Initial Assessment Process

Upon receipt of a referral:

1. The referral will be reviewed by the Admissions Panel.
 2. If the learner is a suitable candidate, a **baseline assessment** will be arranged. This may include:
 - Academic assessments
 - Social and emotional profiling
 - Observations or trial sessions (where appropriate)
 3. Outcomes of the baseline assessment will inform the learner's **targets within the PDAM framework**
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6. Documentation Requirements

Before a learner can begin placement, the following documentation must be completed and submitted:

- Completed Referral Form
 - Baseline assessment documentation
 - Signed **Service Level Agreement (SLA)** outlining roles, responsibilities, funding, and review procedures
 - Safeguarding and risk documentation
 - Consent forms (including emergency contact details and permissions)
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7. Placement Types

7.1 Short-Term Placements

These are time-limited interventions typically ranging from a few weeks to one term. Often used for:

- Respite placements
- Transition support
- Re-engagement with education

7.2 Long-Term Placements

Longer placements that may extend across multiple terms or academic years, usually where reintegration into mainstream is not currently suitable.

8. Review and Transition

Each placement will be reviewed at regular intervals (e.g., half-termly or termly) in collaboration with the referrer. Reviews will evaluate:

- Progress against ILP targets
- Suitability of ongoing placement
- Transition planning (back to school or onward provision)

A final transition report will be provided at the end of each placement.

9. Safeguarding and Welfare

We are committed to safeguarding and promoting the welfare of all learners. As part of the admission process, we require up-to-date safeguarding information and risk assessments. All staff are trained in SEN-specific safeguarding protocols.

10. Equal Opportunities

We are committed to equal opportunities and will not discriminate on the basis of race, gender, disability, sexual orientation, or background. Each referral is assessed individually, and reasonable adjustments are made where necessary.

11. Contact for Admissions

For all referral queries or to request a Referral Form or SLA template, please contact:

Admissions Team

InspirED PD

Email: info@inspired-pd.co.uk

Phone: 07463186801

Website: www.inspired-pd.co.uk