

TRIDENT ALTERNATIVE PROVISION

Admissions Policy



Compiled by	Parvinder Kaur - Headteacher	September 2025
Approved by	Gurdial Singh - Proprietor	September 2025
Review date		September 2026
Version		3

Policy Statement

At Trident Alternative Provision, our mission is to build firm foundations for the future. We will: nurture the pupils in our care - addressing the social, emotional, and learning needs of individual pupils by providing the necessary help to remove the barriers to learning; build on their existing knowledge, skills, and state of personal development; release them into the world ready for their next stage of education and for adult life.

As an Independent School, Trident Alternative Provision determines its own admission arrangements. We cater for pupils aged between 11 and 16 years old. The majority of our pupils have special educational needs and an EHC plan – these needs include:

- Cognitive and Learning Need.
- Specific Learning Difficulties (SpLD)
- Moderate Learning Difficulties (MLD)
- Behavioural, Emotional and Social Development Needs
- Behavioural, Emotional and Social Difficulties (BESD)

Our school is an inclusive school that welcomes children from diverse backgrounds and abilities whom it can effectively support. Pupils are admitted by referral from local authority commissioners.

Entry is subject to an interview, academic baseline assessments and a period of assessment of needs and the school's capability to support those needs.

Pupils are encouraged to progress through the school at the best of their ability. Reviews of the children's progress will be monitored carefully, and any concerns about this progress will be raised with parents and carers. It is expected that children at Trident Alternative Provision will conduct themselves with positive application. Should their behaviour be impacting negatively on their own progress, or that of other pupils, then the school will reserve the right to recommend an alternative education. This will be done as a last resort when the school can no longer meet the needs of the pupil – because for those who are at the school as part of their social care placement, losing their place at the school can cause them to lose their placement in the care home.

All referrals will be treated on merit and in a sensitive manner.

The Aims of this Policy

- To ensure compliance with the school's purpose

- To outline the criteria that will be used to assess referrals and admit pupils who can benefit from our school's provision
- To identify pupils whose academic and other abilities will enable them to benefit from the opportunities the school has to offer and to contribute to the school community.

Equal Treatment

We welcome pupils from different ethnic groups, backgrounds, and creeds. Trident Alternative Provision is committed to the need to eliminate unlawful discrimination and to promote equality for pupils, staff and others who use our school facilities. All pupils are given every opportunity to achieve the highest standards by:

- taking account of their varied experiences and needs
- offering a broad and balanced curriculum
- having high expectations for all pupils

The school complies with all current legislation concerning discrimination and promotes best practice in equality of treatment. This policy accords with the Equality Act 2010.

Disability

We will do all that is reasonable to ensure that the school's culture, policies, and procedures are made accessible to children with disabilities. When a disability need is made known to us, we will consult with parents and make reasonable adjustments to our admissions procedures to enable a pupil, if he/she is able, to satisfy our admission requirements. Our Accessibility plan outlines how our school intends, over time, to increase accessibility to the physical environment, the curriculum and written information so that all pupils/pupils with a disability can take full advantage of their education and associated opportunities.

Procedures

Our admission procedure includes:

- Referral of pupil to the school – this is done by the local authority. The school will ask the local authority to provide as much information as possible including academic, behavioural, SEN, SEMH and any other needs
- Desk assessment - of the extent to which the school can meet the needs of each pupil based on data provided by the local authority during referral
- A visit to the school - by the pupil and their parent or carer for a campus tour, an interview with the pupil and a discussion with the parent or carer
- Assessment of needs – this is done during the first 2 weeks of induction establishing academic baselines, observing manifestation of behavioural and other needs

Referral process

Trident Alternative Provision welcomes pupils who have often experienced difficulties in education and in their lives outside school. Many of our pupils may have disengaged from education, becoming disenfranchised. This includes pupils with special educational needs, including those with an Education Health and Care Plan (EHCP)

Trident Alternative Provision prides itself on being able to offer support to young people with special educational needs. Trident Alternative Provision receives referrals from Local Authorities who are required to name the school in child's EHC plan.

If entry to the school is granted, previous school history is requested from the applicant's previous school. Comments are invited on the pupil's academic ability, co-curricular interests, personal characteristics and family background and circumstances. When appropriate, examination results/predicted grades are requested.

Interviews /Visits

- Interviews are conducted by a senior member/s of the school staff.
- In all cases the interview will explore matters such as the applicant's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.
- The interview does not include questions that imply racial or religious bias and is conducted in an objective manner.

Applicant's Age

School places are offered to pupils regardless of if they are behind or above their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and of the school.

Special Circumstances

We recognise that an applicant's performance may be affected by circumstances. If there are such circumstances, we may request further information, such as a medical certificate or an Educational Psychologist's report. The school should be notified of any special circumstances before entry to the school.

Responsibility for Admissions

The Headteacher is responsible for admissions and the operation of this policy. The selection criteria and interview procedure are determined and reviewed from time to time. Documents supporting each application for admission, together with selection and interview notes are retained by the schools until an applicant is no longer of school age, whether the applicant is offered a place.

Pupils from non-EU countries

It is the responsibility of the parents and/or carers to obtain the necessary child pupil visa for their child to be able to study in the UK.

Duties of the School Selection Process

The pre-conditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys satisfactory general health.
- The applicant's learning difficulties and other special needs (if any) can, in the opinion of the Headteacher, be managed within the school's normal provision.
- The previous school of the applicant reports satisfactory attitudes and conduct.

The academic criteria for selection are:

- Satisfactory initial assessment
- A positive interview.

Trident Alternative Provision is looking for well-rounded pupils and all the above criteria will be taken into account when considering applications.

The applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group will not be taken into account when assessing a pupil for admission to Trident Alternative Provision.

The Offer of a Place

Referring bodies and parents/carers are informed in writing whether a place is being offered after the pupil has completed an initial assessment period. The school is not obliged to state its reasons for rejection of an applicant; however, useful assessment data will be shared.

Siblings

Trident Alternative Provision will consider admitting siblings of current pupils, so long as any special circumstances (such as learning difficulties or special needs) can be catered for at the school.

Disclosures

Parents/carers must disclose, as soon as possible, any known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Admissions Register

According to the requirements of The Education (Pupil Registration) (England) Regulations 2006 Trident Alternative Provision keeps an admissions' register for pupils. The register has the following information:

- name in full.
- gender.
- name and address of all known parents.
- name, address, and telephone number of the parent/ person with whom the pupil lives.
- day, month, and year of birth.
- day, month and year of admission or re-admission.
- name and address of last school attended

We will enter a pupil on the admission register and attendance register from the beginning of the first day on which we have agreed, or been notified, that the pupil will attend the school.

We will notify the local authority within five days of adding a pupil's name to the admission register providing them with all the information on our admissions register. This will be done for pupils joining the school at non-standard transition points. Since most of our pupils are referred to us by our local authority, this will only be done for pupils who have been referred by local authorities other than our own and any other sources.

When amendments to the admissions register are made, the following details will be recorded:

- the original entry.
- the amended entry.
- the reason for the amendment.
- the date on which the amendment was made.
- the name and position of the person who made the amendment.

We will inform the local authority within 5 days of any intended deletion from the admissions register. Pupils can only be removed from the register for the reasons outlined in The Education (Pupil Registration) (England) Regulations 2006 – see appendix 1

We will keep the register electronically and back it up every month either electronically or by printing out a hard copy.

We will keep records for at least 3 years.

Notice of withdrawal

If a parent would like to withdraw their child's place, we require a term notice to remove the child's from our register.

Appendix 1

Grounds for Deleting a Pupil from the Admissions Register
8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
8(1)(j) - that the pupil has died.
8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
8(1)(m) - that he has been permanently excluded from the school.
8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
8(1)(o) where—(i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.