



Trident Alternative Provision

Admissions Policy

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Signed by:

P. Kaur Headteacher

Date: September 2026

G. Singh Proprietor

Date: September 2026

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Statement of intent

At Trident Alternative Provision, our mission is to build firm foundations for the future. We aim to nurture pupils by addressing their educational, social, emotional and mental health needs; build upon their existing knowledge, skills and personal development; and support them to progress successfully into their next stage of education, employment or training.

As an Independent School, Trident Alternative Provision determines its own admission arrangements and provides specialist education for pupils aged 11 to 16 years.

Many pupils attending Trident Alternative Provision have experienced difficulties within mainstream education, disruption to their learning, social and emotional challenges, special educational needs and disabilities (SEND), social, emotional and mental health (SEMH) needs, adverse childhood experiences, and other barriers to education.

The school is committed to providing a safe, inclusive and nurturing environment for pupils whose needs can be appropriately met within our provision.

All referrals will be considered fairly, objectively and in the best interests of the pupil.

1. Aims

This policy aims to:

- Provide a clear and transparent admissions process.
- Ensure admissions decisions are fair, objective and non-discriminatory.
- Ensure pupils admitted to the school can access and benefit from the provision offered.
- Place safeguarding at the heart of all admissions decisions.
- Ensure compliance with relevant legislation and statutory guidance.
- Promote equality of opportunity for all pupils.
- Support successful transitions into the school.

2. Legal Framework

This policy has due regard to:

- Education Act 1996
- Children and Families Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

- The Education (Pupil Registration) (England) Regulations
- The Education (Independent School Standards) Regulations 2014
- Special Educational Needs and Disability Code of Practice (0-25 Years)
- Keeping Children Safe in Education
- Working Together to Safeguard Children

This policy should be read alongside:

- Safeguarding Policy
- SEND Policy
- Accessibility Plan
- Equality and Diversity Policy
- Behaviour Policy
- Complaints Policy
- Data Protection Policy

3. Roles and Responsibilities

Proprietor

The Proprietor is responsible for:

- Monitoring implementation of this policy.
- Ensuring compliance with legislation.
- Reviewing admissions arrangements annually.
- Ensuring admissions procedures remain fair and transparent.

Headteacher

The Headteacher is responsible for:

- Making admissions decisions.
- Evaluating referrals.
- Ensuring safeguarding information is obtained and reviewed.
- Liaising with Local Authorities.
- Managing induction arrangements.

Attendance Officer

The attendance officer is responsible for:

- Maintaining the Admissions Register.
- Overseeing attendance for all pupils listed on the Admissions Register.
- Liaising with Local Authorities in regard to addition and deletion of pupils on the Admissions Register.

4. Equal Opportunities

Trident Alternative Provision welcomes pupils from all backgrounds, cultures, faiths and communities.

Admissions decisions will not discriminate based upon:

- Race
- Ethnicity
- Nationality
- Religion or belief
- Sex
- Gender reassignment
- Sexual orientation
- Disability
- Pregnancy or maternity
- Socio-economic background

All admissions decisions will be made in accordance with the Equality Act 2010.

5. Disability and Accessibility

The school will make reasonable adjustments wherever possible to ensure pupils with disabilities are not placed at a substantial disadvantage throughout the admissions process.

The school will work collaboratively with parents, carers, local authorities and professionals to determine whether reasonable adjustments can be made to support access to the curriculum and wider school life.

6. Pupils with SEND and EHCPs

Trident Alternative Provision specialises in supporting pupils with SEND.

All pupils attending the school have additional needs including:

- Social, Emotional and Mental Health (SEMH)
- Moderate Learning Difficulties (MLD)
- Specific Learning Difficulties (SpLD)
- Autism Spectrum Condition (ASC)
- Communication and Interaction needs
- Behaviour linked to additional needs
- Complex social and emotional needs

When considering a consultation, the school will evaluate:

- The needs identified within the EHCP.
- Professional reports and assessments.
- Available staffing and expertise.
- Available resources.
- Health and safety considerations.
- Impact on existing pupils.
- Whether the provision specified can be delivered appropriately.

7. Safeguarding and Admissions

Safeguarding is a central consideration in all admissions decisions.

Before a placement is agreed, the school will seek relevant information including:

- Child Protection records.
- Safeguarding files.
- Attendance history.
- Behaviour records.
- Exclusion records.
- Risk assessments.
- Social Care involvement.
- Child in Need Plans.
- Child Protection Plans.
- Looked After Child status.
- Previous school reports.
- Medical information.
- CAMHS involvement.
- Youth Justice involvement where appropriate.
- Information relating to criminal exploitation, county lines, child sexual exploitation, missing episodes or other significant safeguarding concerns.

Where necessary, the school may request additional information before making a placement decision.

Admissions decisions will not normally be finalised until sufficient safeguarding information has been received.

8. Children Looked After

Trident Alternative Provision welcomes referrals for:

- Children Looked After.
- Previously Looked After Children.
- Children with Social Workers.
- Children subject to Child Protection Plans.

All referrals will be considered according to the school's ability to meet the child's needs safely and effectively.

9. Referral Process

Referrals to the school are made via EHC Plan Coordinators within the local authority, and we welcome consultations from all surrounding boroughs.

In order to gain an in depth understanding of the student, during the consultation process the school may request:

- Educational reports.
- EHCP documentation.
- Educational Psychology reports.
- Medical reports.
- Behaviour records.
- Attendance data.
- Safeguarding information.
- Risk assessments.
- Existing support plans.

Parents and carers are expected to provide any relevant information relating to their child that may affect educational provision, safety or wellbeing.

10. Admissions Procedure

Stage 1: Referral

The referral and supporting documentation are received and reviewed by senior leaders, including the headteacher, proprietor and SENDco.

Stage 2: Initial Assessment

A desk-based assessment is carried out to determine whether the school may be able to meet the pupil's needs.

Stage 3: Consultation

The school may:

- Meet with parents or carers.
- Meet with local authority representatives.
- Attend annual reviews.
- Liaise with external professionals.
- Review previous placement information.

Stage 4: Visit

The pupil and parent/carer will be invited to visit the school.

Reasonable adjustments to support this visit will be made where required.

Stage 5: Placement Assessment

The school may:

- Conduct baseline assessments.
- Observe the pupil within the school environment.
- Visit the current educational setting.
- Review support and risk management requirements.

Stage 6: Placement Decision

The Headteacher will determine whether the school is able to meet the pupil's needs safely and effectively. The positive consultation will be returned to the commissioning LA and plans for transition will begin.

11. Factors Considered During Admissions Decisions

Admissions decisions will consider:

- Educational need.
- SEND requirements.
- Safeguarding considerations.
- Health and safety considerations.
- Behavioural needs.
- Availability of resources.
- Current staffing levels.
- Staff expertise.
- Therapeutic and pastoral support available.
- Impact upon existing pupils.
- Capacity within classes and learning groups.

The welfare of both the referred pupil and the existing school community will remain central to all placement decisions.

Circumstances Where a Place May Not Be Offered

A referral may not be accepted where:

- The school cannot reasonably meet the pupil's identified needs.
- Appropriate staffing or specialist provision is unavailable.
- Required adjustments cannot be reasonably implemented.
- Significant health and safety risks cannot be safely mitigated.
- The admission would significantly compromise the efficient education of existing pupils.
- The school has reached its safe operational capacity.

Admission Outside the Normal Age Group

The school may consider admitting a pupil outside their chronological year group where it is deemed to be in the pupil's best interests.

Decisions will be made in consultation with:

- Parents or carers.
- The Local Authority.
- Relevant professionals.
- The pupil where appropriate.

Waiting List

Where appropriate, the school may operate a waiting list, when admissions capacity has been filled.

Placement on a waiting list does not guarantee admission.

Priority will be determined according to:

- The school's ability to meet need.
- Availability of places.
- Safeguarding considerations.
- Available resources and staffing.

12. Transition and Induction

Following admission, all pupils will participate in an induction programme.

This may include:

- Baseline academic assessment.
- Attendance review.
- Behaviour assessment.
- Risk assessment.
- SEND review.
- Safeguarding review.
- Allocation of a key worker.
- Development of individual support plans.
- Modified timetable for initial weeks.

The purpose of induction is to support a successful transition into the school.

Placement Reviews

All placements are reviewed regularly to ensure the school continues to meet the pupil's needs.

Reviews may consider:

- Attendance.
- Progress.
- Behaviour.
- Safeguarding.
- Wellbeing.
- SEND outcomes.
- Placement suitability.

Where the school can no longer meet a pupil's needs, discussions will take place with parents, carers and the commissioning authority regarding alternative arrangements.

13. Admissions Register

The school maintains an Admissions Register in accordance with statutory requirements.

The register includes:

- Pupil's full name.
- Date of birth.
- Gender.
- Parent/carers details.
- Home address.
- Admission date.

- Previous school details.
- Information required by current legislation.

Adding or Deleting Pupils from the Admissions Register

The attendance officer will ensure that all pupils are added to the admissions register on their first day of enrolment at Trident Alternative Provision.

In accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, Trident Alternative Provision will notify the relevant Local Authority within five days of adding a pupil's name to the Admissions Register, except where statutory exemptions apply.

The school will also notify the relevant Local Authority when a pupil's name is deleted from the Admissions Register and will provide the information required by legislation, including the lawful reason for removal from roll.

The school will not remove a pupil from the Admissions Register except in accordance with the grounds prescribed by the School Attendance (Pupil Registration) (England) Regulations 2024.

Data Protection

Admissions information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018

Information obtained during the admissions process will only be used for educational, safeguarding and statutory purposes.

Admissions records will be stored securely and retained in accordance with the school's Data Protection and Records Management procedures.

14. Complaints

Concerns relating to admissions decisions should initially be discussed with the Headteacher.

Where concerns cannot be resolved informally, complaints may be submitted through the school's Complaints Policy.

Complaints alleging discrimination will be handled in accordance with relevant equality legislation.

15. Notice of Withdrawal

Parents or local authorities wishing to withdraw a pupil should provide one term's written notice wherever possible.

Where placements are commissioned by a Local Authority, discussions will take place with the commissioning authority before withdrawal arrangements are finalised.

16. Monitoring and Review

This policy will be reviewed annually by the headteacher and proprietor. The next scheduled review of this policy will take place in September 2027.