



ADMISSIONS & REFERRALS POLICY

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1. Policy Goal and Scope

The core objective of Your Sport Solutions is to unlock the full potential of **every young person** who participates in our specialised sports and education programme. We aim to provide a therapeutic alternative environment to enable re-engagement and successful progression.

Our provision caters to pupils across **Key Stage 2 (ages 7–11) and Key Stage 3 (ages 11–14)**. Placements are flexible, offered on a **part-time basis** and are tailored to the age and specific needs of the referred pupil.

2. Learner Profile and Specialisms

We specialise in providing a therapeutic, structured environment for young people who require support that traditional mainstream settings often struggle to deliver.

A. Target Learner Profile

We primarily offer placements for young people who:

- **Are at high risk of permanent exclusion** or are being directed off-site as a preventative measure.
- Have encountered significant difficulty with attendance, engagement, or behaviour in a mainstream classroom structure (including school-related anxiety or refusal).
- **Require an intervention period** focused on stabilisation, emotional regulation, and rebuilding self-worth through physical activity.
- Are referred by educational bodies seeking specialised, therapeutic provision due to capacity constraints or unique student needs.

B. Support for Special Educational Needs (SEN)

While our primary focus is on supporting students with **Social, Emotional, and Mental Health (SEMH) needs**, our staff are equipped with the expertise and training necessary to support students across **all SEN categories**.

Crucially, our provision is designed to complement, not replace, formal specialised support. Therefore, we will primarily work with students who **do not have an Education, Health and Care Plan (EHCP)**. For pupils with an existing EHCP, the suitability of the placement will be assessed on a case-by-case basis to ensure our resources can fully meet the detailed requirements of the plan.

3. Referral Streams

Our referral process is separated by age to reflect the distinct needs of each phase:

Stream	Age Range	Primary Focus	Typical Placement Duration
Key Stage 2	Ages 7–11	Targeted intervention , stabilisation, and rapid reintegration to the mainstream setting.	Short-term (e.g., 6–12 weeks), often part-time.
Key Stage 3	Ages 11–14	Behavioural and emotional stability, core academic skills catch-up, and preparing for the transition to Key Stage 4.	Flexible (part-time or full-time), often longer-term.

4. Referral Process and Requirements

Initiating a Referral

We operate on a continuous intake system throughout the academic year. **Only official educational establishments or Local Authorities (Commissioners)** may refer a child; direct parental applications are not accepted.

To formally initiate a referral, the Commissioner must:

1. Complete the **Your Sport Solutions Referral Form**, specifying the age stream and desired outcome (e.g., reintegration, long-term placement).
2. Provide a **current risk assessment profile** and all relevant medical/therapeutic information.
3. Submit comprehensive supporting documentation, including the pupil's most recent academic record, detailed safeguarding history, and accurate attendance data.

The designated contact for all commissioner enquiries and submission of documentation is via email: **info@yoursportsolutions.co.uk**

Confirmation and Service Level Agreement (SLA)

Once paperwork is received, and intent to purchase a placement is confirmed, a detailed **SLA** will be issued. This document legally clarifies the educational and sporting provision to be delivered, the financial arrangements, the mutual responsibilities of all parties, and the agreed monitoring schedule for student progress.

5. Selection and Induction

Suitability and Selection Criteria

We assess suitability based on whether our unique sport-based approach can effectively meet the learner's specific needs alongside available capacity. While we do not employ formal selection tests, all pupils must be judged as able to **access and meaningfully engage** with the structured activities offered.

- **Capacity:** Admissions are processed chronologically based on complete documentation. Priority access is reserved for pupils successfully continuing or reintegrating their placement from the previous academic year.
- **Waiting List:** If a suitable placement is not immediately available, the referring body will be offered the option to join our waiting list.

Transition and Learner Check-In

Upon acceptance, an essential **admissions meeting** is arranged, involving the Programme Lead, the pupil, and their parent/carer, to ensure a smooth, low-anxiety transition.

Following official enrolment, a formal "**Learner Check-In**" takes place at the end of the first week. This essential session allows the participant to express their feelings, voice any concerns, and provide feedback, actively giving them **Ownership** of their journey from the start.

6. Administration and Compliance

Data and Equality

Your Sport Solutions maintains an accurate and current admissions register, managed and stored in strict compliance with the organisation's **Data Protection Policy**. We are fully committed to the principle of **equal opportunity** and admit pupils across the full range of abilities and needs, ensuring every enrolled pupil receives equal access to our specialised curriculum.