



# ON THE STREETS EDUCATION

## Admission Policy

Date Written ; January 2026

Ratified by; Chair of Governance Panel

Review Date ; July 2026

## ON THE STREETS EDUCATION LTD

### ADMISSIONS POLICY

**Date:** February 2026

**Authorised by:** Director of Education

**Review Date:** February 2027

#### 1. Statement of Intent

On The Streets Education Ltd ("OTSE") is committed to providing high-quality, trauma-informed Alternative Provision for children and young people who require an educational environment tailored to their individual needs.

This Admissions Policy outlines the principles, procedures, and expectations governing the admission of students into the AP. OTSE is committed to ensuring that all admissions are fair, transparent, and compliant with safeguarding and equality legislation.

#### 2. Admissions Principles

OTSE welcomes students irrespective of:

- Age
- Race

- Sex
- Disability
- Religion or belief
- Sexual orientation
- Gender reassignment
- Pregnancy or maternity

We are committed to ensuring that no student is disadvantaged or discriminated against during the admissions process.

## **2.1 Safeguarding Considerations**

As part of our safer admissions process, OTSE will identify whether any adjustments or additional safeguarding measures are required, including for:

- Students who are transgender or gender-diverse
- Students with mental health needs (e.g., eating disorders, self-harm)
- Students with ADHD, ASC, or other neurodevelopmental conditions
- Looked-after children (LAC)
- Care leavers
- Students with a social worker
- Young carers
- Students in private fostering arrangements

This information ensures that appropriate support and risk assessments are in place from the outset.

## **2.2 Information Gathering**

At the point of referral or registration, OTSE requests information regarding:

- Student interests and strengths
- Medical needs
- Special educational needs
- Behavioural or safeguarding concerns
- Previous educational history
- Any relevant reports (e.g., EHCP, risk assessments, behaviour plans)

This enables us to plan effectively for the student's transition and provision.

## **3. Admissions Process**

### **3.1 Referral Routes**

OTSE accepts referrals from:

- Local authorities
- Schools
- Multi-academy trusts
- Social care teams
- Parents/carers (in consultation with commissioning bodies)

### 3.2 Rolling Admissions

Admissions are accepted throughout the academic year, subject to capacity and suitability.

### 3.3 Initial Enquiry

Referrers contact OTSE via:

- Email
- Telephone
- Online enquiry form

Following this, OTSE will request relevant documentation to support the assessment of suitability.

### 3.4 Enrolment Form

Commissioners or referring bodies must complete an enrolment form and agree to the terms of provision and payment. OTSE remains flexible regarding notice periods where appropriate.

### 3.5 Placement in Year Groups

Where a parent/carer or commissioner requests a placement outside the student's chronological year group, OTSE will consider this based on:

- Academic profile
- Social and emotional development
- Professional recommendations

## 4. Students with Special Educational Needs (SEN) and EHCPs

OTSE welcomes students with a range of special educational needs, including those with an **Education, Health and Care Plan (EHCP)**.

### 4.1 Information Requirements

Referrers must provide:

- EHCP (where applicable)
- Relevant assessments or reports
- Details of needs, strengths, and required adjustments
- Outlined barriers to learning

### 4.2 Reasonable Adjustments

In line with the **Equality Act 2010**, OTSE will:

- Identify reasonable adjustments required
- Ensure staff are informed of relevant needs
- Put appropriate support strategies in place

### 4.3 Staff Awareness

All staff receive training on:

- SEN
- Trauma-informed practice
- Reasonable adjustments
- Working with students with disabilities

For further detail, refer to the **SEND and EHCP Provision Policy**.

## 5. Safeguarding Statement

On The Streets Education Ltd is committed to safeguarding and promoting the welfare of children and young people. All admissions decisions and processes are underpinned by the requirements of:

- **Keeping Children Safe in Education (KCSIE)**
- **Working Together to Safeguard Children**
- OTSE's **Child Protection and Safeguarding Policy**
- OTSE's **Safer Recruitment Policy**

All staff share responsibility for ensuring that safeguarding considerations are central to the admissions process.

## 6. Decision-Making and Suitability

OTSE will only accept a student where:

- The provision can meet their needs safely and effectively
- Appropriate information has been provided
- Risks can be managed
- The placement is in the best interests of the student

Where OTSE determines that a placement is unsuitable, the referrer will receive a clear explanation and recommendations for alternative pathways.

## 7. Review of Admissions

This policy will be reviewed annually or sooner if required due to:

- Legislative changes
- Updates to statutory guidance
- Organisational changes