

ELEVATED

A Holistic Approach To The Education of Young People

Admission Policy

Date Adopted: September 2025

Review Date: September 2026

Policy Lead: Mark Aitken, Head of Provision

Approved by: Head of Provision

1. Statement of Intent

ElevatEd AP Ltd is committed to providing fair, transparent, and supportive admission procedures that prioritise the welfare, needs, and aspirations of each learner.

2. Guiding Principles

- **Child-Centred:** Admission decisions are made in the best interests of the learner.
- **Inclusivity:** All applications are treated fairly and without discrimination.
- **Transparency:** Criteria and processes are clear and consistently applied.
- **Safety:** Admissions consider safeguarding and risk assessments.

3. Scope and Definitions

- **Scope:** Applies to all children and young people referred to ElevatEd.
- **Admission:** The process of evaluating and approving a referral to the provision.

4. Roles and Responsibilities

- **Head of Provision:** Approves all admissions.

- **Admissions Panel:** Reviews referrals, considers needs, and ensures provision suitability.
- **DSL:** Ensures safeguarding concerns are addressed before admission.
- **Referring Agencies:** Provide accurate, relevant information.

5. Admission Procedures

- **Referral Received:** From schools, local authorities, or agencies.
- **Initial Screening:** Review documentation (EHCP, risk assessments, safeguarding history).
- **Admission Meeting:** With learner, parents/carers, and referring agency.
- **Risk Assessment:** Conducted prior to admission.
- **Decision:** Head of Provision approves/rejects admission.
- **Transition Plan:** Individual plan created for each admitted learner.

6. Training and Awareness

- **All staff involved in admissions trained in safeguarding, SEND awareness, and equality.**

7. Monitoring, Evaluation, and Review

- **Admission data monitored termly to ensure fairness and effectiveness.**
- **Policy reviewed annually.**

8. Related Policies

- **Safeguarding Policy**
- **Behaviour Policy**
- **Equality and Diversity Policy**
- **SEND Policy**