

Admissions Policy

Progression2Work

Policy Title: Admissions Policy

Organisation: Progression2Work

Academic Year: 2026-2027

Review Date: Annually or sooner if statutory guidance changes

Status: This policy has been developed with regard to relevant legislation and statutory guidance including Keeping Children Safe in Education 2026, Working together to safeguard children 2026, The SEND code of practise: 0 to 25 years, the equality act 2010 and the independent school standards.

1. Purpose

Progression2Work is committed to providing a safe, inclusive and supportive learning environment for all learners. This admissions policy sets out the procedures and criteria for admission to Progression2Work programmes and ensures admissions processes are:

- Fair and transparent.
 - Non-discriminatory.
 - Safeguarding focused.
 - Compliant with statutory requirements.
 - Accessible to young people with additional needs and disabilities.
 - Consistent with KCSIE 2026 safeguarding expectations. [\[gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)
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2. Scope

This policy applies to the admission of pupils aged 11 – 16 to Progression 2Work registered independent special school provision, including placements commissioned by local authorities and schools. As it currently stands Progression 2Work is not registered by the DfE to take placements for any learners who are post 16.

3. Admissions Principles

Progression2Work will:

Equality of Access

Progression 2Work will operate a fair and transparent admission process and will not unlawfully discriminate against any applicant. Decisions will comply with the equality act 2010. The school will consider and implement reasonable adjustments for disabled applicants where required and will ensure that admissions criteria are applied consistently and objectively.

Safeguarding First

The safety and welfare of children and young people is the primary consideration during every stage of the admissions process. Progression2Work will obtain sufficient information to assess safeguarding needs before admission. KCSIE 2026 reinforces the whole-setting responsibility for safeguarding and promoting children's welfare. The DSL will be made aware of and put in places measures so as not to discriminate potential students due to safeguarding concerns.

Inclusive Practice

Applications from pupils with SEND including those with a EHC Plan will be considered in accordance with the children and families act 2014 and the SEND code of practise. The school will consider whether it can meet the pupils identified needs and deliver the provision specified in the EHC Plan. Applicants will not be disadvantaged because of disability or safeguarding information and reasonable adjustments will be considered where required.

4. Eligibility for Admission

Learners may be admitted where:

- The school meets their identified educational, vocational or personal development needs in EHC's or referrals made by commissioners.
- Appropriate support arrangements can be provided.
- Admission will not compromise the safety or welfare of the learner or others.
- Any funding arrangements are confirmed where applicable.
- Required safeguarding information has been received.

5. Referral and Application Process

Referrals may be accepted from:

- Local Authorities.
- Schools and academies.
- Virtual Schools.

The admissions process includes:

Stage 1: Initial Referral

Receipt of:

- Referral form.
- Educational history.
- Attendance information.
- Risk assessment (if applicable).
- SEND documentation.
- EHCP documentation (where applicable).
- Behaviour records.
- Safeguarding information.

Stage 2: Assessment

Progression2Work may undertake:

- Parent/carers meeting.
- Baseline assessment.
- Review of support needs.
- Safeguarding review.

Stage 3: Placement Decision

A placement decision will be made by the designated senior leader.

Decisions will consider:

- Learner need.
 - Programme suitability.
 - Available support.
 - Risk assessments.
 - Safeguarding considerations.
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6. Safeguarding Requirements

In line with KCSIE 2026, safeguarding information must be transferred promptly and securely before a learner starts.

Prior to admission Progression2Work will seek:

- Child protection files.
- Safeguarding records.
- Details of any social worker involvement.
- Information relating to Child in Need plans.
- Child Protection Plans.
- Early Help involvement.
- Youth Justice involvement.
- Attendance concerns.
- Risk assessments.
- Medical information.

Where concerns exist, the Designated Safeguarding Lead (DSL) will review information before admission.

The DSL reserves the right to delay commencement until critical safeguarding information is available if learner safety may be compromised.

7. Children with Social Workers and Vulnerable Learners

Priority consideration will be given to ensuring continuity of education for:

- Children in Care.
- Previously Looked After Children.
- Children with a social worker.
- Care leavers.
- Young carers.
- Learners at risk of exploitation.
- Learners missing education.
- Learners with SEND.

KCSIE 2026 identifies these groups as potentially at increased risk and requiring additional safeguarding consideration.

8. Alternative Provision Admissions

For commissioned Alternative Provision placements:

Progression2Work will obtain:

- Written commissioning agreement.
- Funding confirmation.
- Behaviour and risk information.
- Attendance records.
- Safeguarding documentation.
- Emergency contacts.

The commissioning school or authority remains responsible for statutory responsibilities unless otherwise agreed. KCSIE 2026 clarifies that schools retain safeguarding responsibility for pupils placed in alternative provision.

9. Refusal of Admission

A placement may be declined where:

- Insufficient information is provided to assess risk.
- Appropriate support cannot reasonably be provided.
- The placement would present an unacceptable risk to the learner or others.
- Funding arrangements are not in place.
- Admission would compromise safeguarding obligations.

Any refusal decision will be recorded with clear reasons.

10. Information Sharing and Data Protection

Information collected during admissions will be:

- Processed lawfully under UK GDPR and Data Protection Act 2018.
- Shared only where necessary and proportionate.
- Stored securely.
- Used to support safeguarding and educational provision.

Information sharing will follow KCSIE 2026 expectations and safeguarding best practice.

11. Appeals and Complaints

Applicants, parents/carers or referring agencies may request a review of an admissions decision by writing to the Head of Service within 10 working days.

Reviews will consider:

- Information available at the time of the decision.
- Compliance with this policy.
- Equality and safeguarding considerations.

The outcome of the review will be provided in writing.

12. Monitoring and Review

This policy will be reviewed annually by senior leadership and the governing body/directors.

Reviews will take account of:

- KCSIE updates.
 - DfE guidance.
 - Equality legislation.
 - Safeguarding audits.
 - Local authority requirements.
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Related Policies

- Safeguarding and Child Protection Policy
- Behaviour Policy
- SEND Policy
- Equality and Diversity Policy
- Data Protection Policy
- Complaints Policy
- Attendance Policy

Policy written by – Jason Keddy

Approved by – Board of directors

Date approved – 28/08/26

Date of next review – August 2027