



ADMISSIONS POLICY 2026 - 27

Approved by:	Mr Daniel Luford (Director)	Date: 01/04/23	
	Mr Nick Lyons (Director)		
Last reviewed on:	31/08/26		
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Purpose

The purpose of this Admissions Policy is to ensure that admissions to the Routes Learning are managed in a fair, transparent, consistent and safe manner.

Routes Learning aims to provide an appropriate educational environment for children and young people who may be experiencing difficulties accessing or engaging with mainstream education and who may benefit from a more individualised, flexible or specialist approach.

All admissions will be considered based on the individual needs of the child or young person, the suitability of the provision and Routes Learning ability to meet those needs safely and effectively.

Routes Learning will not admit a young people where it is unable to provide an appropriate education or where doing so would compromise the safety, welfare or education of the young people or other young peoples.

Principles

Routes Learning is committed to:

- Promoting the educational, emotional and personal development of every young person.
- Providing a safe, inclusive and supportive learning environment.
- Ensuring that admissions decisions are fair, consistent and transparent.
- Taking account of the individual circumstances, needs and views of the child or young person.
- Working collaboratively with parents/carers, schools, local authorities and other relevant professionals.
- Promoting equality and avoiding unlawful discrimination.
- Ensuring that safeguarding considerations form an integral part of the admissions process.
- Ensuring that young people are placed in provision that is appropriate to their needs.
- Supporting successful reintegration into mainstream education or transition to an appropriate longer-term educational placement wherever this is identified as the appropriate outcome.

Referral and Commissioning

Young people may be referred to Routes Learning by organisations including:

- Mainstream schools and academies.
- Local authorities.
- Virtual Schools.

- Other educational settings.
- Social care or other relevant agencies where appropriate.
- Parents/carers, where this is consistent with the Provision's commissioning arrangements.

Routes Learning will normally require a referral or commissioning request containing sufficient information to assess the suitability of the placement.

This should include where applicable:

- Young people's name, age and current educational placement.
- Reason for referral.
- Current educational needs.
- Attendance information.
- Academic information and current attainment.
- Special educational needs and/or disabilities.
- Relevant medical information is necessary to safely support the young people.
- Behavioural information.
- Safeguarding information relevant to the placement.
- Risk assessments and known risks.
- Details of previous interventions and support.
- Information regarding any Education, Health and Care Plan (EHCP).
- The young people's strengths, interests and aspirations.
- Desired outcomes of the placement.
- Proposed hours and duration of placement.
- Relevant information regarding family and professional support.

Routes Learning reserves the right to request additional information where this is necessary to determine whether a placement is suitable.

Admissions Assessment

Prior to admission, Routes Learning will assess whether it can safely and appropriately meet the young person's identified needs.

The assessment may include:

1. Review of the referral information.
2. Discussion with the referring school or commissioning organisation.
3. Consideration of the young person's educational, social, emotional and behavioural needs.
4. Consideration of any SEND requirements.
5. Review of relevant risk assessments.
6. Consideration of safeguarding information.
7. Consideration of staffing, facilities and available resources.

8. Where appropriate, a meeting or assessment with the young person and parent/carer.
9. Consideration of the proposed curriculum and learning programme.
10. Consideration of the intended outcomes and anticipated length of placement.

Routes Learning will consider each referral individually and will not make admissions decisions solely on the basis of a young person's previous educational history or behaviour.

Suitability of Placement

A placement will only be accepted where Routes Learning is satisfied that it can provide a safe, appropriate and effective educational programme.

Factors considered will include:

- The young people's age and developmental stage.
- Educational needs.
- SEND requirements.
- Social, emotional and behavioural needs.
- Safeguarding considerations.
- Risk to the young people or others.
- Staffing requirements.
- Physical environment and facilities.
- Curriculum requirements.
- Medical or health-related support requirements.
- The needs of other young people already attending.
- Routes Learning capacity and available resources.
- The objectives and anticipated outcomes of the placement.

Routes Learning will not knowingly admit a young people whose needs cannot reasonably be met within the available staffing, environment, expertise and resources.

Where a placement is considered unsuitable, Routes Learning will communicate the reasons to the referring organisation.

Equality and Non-Discrimination

Routes Learning is committed to equality of opportunity and will not unlawfully discriminate against young people on the basis of any protected characteristic under the Equality Act 2010.

Admissions decisions will be based on the suitability of the placement and Routes Learning ability to meet the young people's needs safely and effectively.

Reasonable adjustments will be considered where appropriate to enable young peoples with disabilities to access the admissions process and educational provision.

Special Educational Needs and Disabilities

Routes Learning welcomes referrals for young people with special educational needs and/or disabilities where their needs can be appropriately supported.

Where a young people has an EHCP, Routes Learning will consider the relevant information contained within the plan and whether it is able to deliver the provision specified.

Where a young people do not have an EHCP but has identified SEND needs, these will be considered as part of the admissions assessment.

Routes Learning with the referring school, local authority, parents/carers and other professionals to ensure that appropriate information and support are in place.

Safeguarding

Safeguarding is a fundamental consideration throughout the admissions process.

Routes Learning will obtain and review relevant safeguarding information before a placement begins wherever reasonably possible.

Information may include:

- Current safeguarding concerns.
- Child protection information.
- Known risks.
- Relevant social care involvement.
- Behavioural risks.
- Previous incidents.
- Risk assessments.
- Relevant medical or welfare information.

The Designated Safeguarding Lead will be involved in admissions decisions where safeguarding information or concerns are identified.

Routes Learning will not accept a placement where known safeguarding risks cannot be appropriately managed within Routes Learning existing arrangements.

All staff working with young people will be subject to Routes Learning safer recruitment procedures and appropriate safeguarding checks.

Risk Assessment

Where appropriate, an individual risk assessment will be completed before or immediately following admission.

Risk assessments may be considered:

- Behaviour.
- Aggression or physical incidents.
- Self-harm or vulnerability.
- Absconding or leaving the provision.
- Risks to other young people.
- Risks to staff.
- Online safety.
- Community access.
- Transport.
- Medical needs.
- Specific environmental risks.

Risk assessments will be reviewed regularly and following any significant incident or change in circumstances.

Admission Decision

Following assessment, Routes Learning will make one of the following decisions:

Accepted

The placement is considered appropriate and Routes Learning can safely meet the young people's needs.

Accepted with Conditions

Routes Learning can be accepted subject to specific arrangements being implemented. These may include:

- Additional staffing.
- A phased start.
- Specific risk management arrangements.
- Reduced or gradual hours initially.
- Additional information being provided.
- Specific curriculum or timetable arrangements.
- Additional professional support.

Further Assessment Required

Further information or assessment is required before a decision can be made.

Not Accepted

Routes Learning determines that it is unable to safely or appropriately meet the young people's needs.

The referring organisation will be informed of the decision and, where appropriate, the reasons for it.

Admission and Induction

Once a placement has been agreed, an appropriate induction process will be established.

This may include:

- Introduction to staff and the learning environment.
- Explanation of expectations and routines.
- Initial assessment of educational needs.
- Baseline assessment.
- Identification of individual targets.
- Development of an individual timetable.
- Review of risk assessments.
- Identification of safeguarding arrangements.
- Confirmation of attendance arrangements.
- Communication with parents/carers and the referring organisation.

Where appropriate, young people may initially attend on a reduced or phased timetable before gradually increasing their attendance.

Attendance

Attendance expectations will be agreed as part of the placement arrangements.

Routes Learning will monitor attendance and punctuality and will communicate concerns to the commissioning school or organisation.

Where a young person is absent, Routes Learning will follow its attendance procedures and will maintain appropriate records.

Persistent or unexplained absence will be addressed promptly and may result in a review of the placement and support arrangements.

Placement Reviews

Placements will be reviewed regularly to ensure that they remain appropriate and effective.

Review meetings may involve:

- The young people.
- Parent/carer.
- Referring school.
- Local authority or commissioning organisation.
- Provision staff.
- Other relevant professionals.

Reviews will consider:

- Attendance.
- Engagement.
- Academic progress.
- Behaviour and wellbeing.
- Safeguarding.
- Progress towards agreed outcomes.
- Effectiveness of support.
- Whether the placement remains appropriate.
- Future educational arrangements.

The frequency of formal reviews will depend upon the individual placement and commissioning arrangements.

Changes in Need

If a young person's needs change significantly after admission, Routes Learning will review whether it can continue to meet those needs safely and effectively.

This may include:

- Reviewing risk assessments.
- Increasing or adapting support.
- Changing the timetable.
- Seeking advice from relevant professionals.
- Holding an emergency review meeting.
- Requesting additional support from the commissioning organisation.

Where Routes Learning can no longer safely or appropriately meet the young people's needs, this will be communicated to the commissioning organisation at the earliest appropriate opportunity.

Ending a Placement

Placements may end when:

- The agreed period of alternative provision has been completed.
- The young people successfully reintegrates into mainstream education.
- The young people transfers to another appropriate educational setting.
- The young people reaches the end of the agreed programme.
- The commissioning organisation determines that placement is no longer required.
- Routes Learning and commissioning organisation agree that another setting would better meet the young people's needs.
- Routes Learning is unable to continue to meet the young people's needs safely and appropriately.

Routes Learning will aim to ensure that endings and transitions are planned wherever possible and that relevant information is transferred appropriately.

Immediate or Emergency Placement Review

Routes Learning may require an immediate review where there is a significant concern relating to:

- Safeguarding.
- Serious violence or aggression.
- Serious or repeated breaches of expectations.
- Serious risk to the young person, other young people or staff.
- Significant changes in the young person's needs.
- Information that was not available at the time of admission.

Any decision regarding continuation of placement will be made in consultation with the commissioning organisation wherever possible and in accordance with relevant legal and safeguarding requirements.

Routes Learning will not use exclusion as a substitute for appropriate assessment, support or safeguarding arrangements.

Admissions Records

Routes Learning will maintain appropriate records relating to each admission.

Records may include:

- Referral documentation.
- Admission decision.
- Assessment information.

- Risk assessments.
- Safeguarding information.
- Attendance records.
- Individual targets and plans.
- Review records.
- Relevant correspondence.
- Placement agreements.
- Transition and destination information.

Records will be stored securely and managed in accordance with applicable data protection requirements.

Review of Admissions Policy

This policy will be reviewed annually or sooner where there are significant changes to legislation, statutory guidance, commissioning arrangements or the operation of the Provision.