

Beacon Alternative School CIC (and Alternative Provision)

Admissions Policy



Date: September 2026

Written by: O'Connell/Field

Review Due by: September 2027

Note: Beacon Alternative Provision operates under Beacon Alternative School CIC, which is not currently a registered school but is working toward future registration.

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1. Admission to Beacon Alternative Provision

1.1 Referral Process

- Admission to Beacon AP is usually via referral from an external organisation, such as a school or local authority (LEA), which often serves as the funding body.
- Beacon AP caters to young people aged 7–16 years.
- All staff, including volunteers, are recruited following rigorous safeguarding and recruitment procedures, including DBS checks.

1.2 Conditional Admission

- Admission is conditional upon a successful interview involving the young person, their parent/carer(s), and a representative from the referring organisation.
- The purpose of the interview is to ensure that Beacon AP can meet the young person's educational, emotional, and social needs.

1.3 Student Conduct Agreement

- Admission is also contingent upon the young person understanding and agreeing to the Student Conduct Agreement, which outlines expectations regarding behaviour, attendance, and engagement in learning.

1.4 Consent Form Completion

- The Beacon AP Consent Form must be fully completed prior to admission.
- The Consent form collects necessary information for registration and includes parental/carers consent for:
 - e-safety agreements
 - photographs or media usage
 - educational trips and visits

1.5 Circumstances Leading to Referral

- The **Referral** and interview process must include information on factors affecting the young person's wellbeing, such as:
 - Child protection concerns
 - Police involvement or previous incidents
 - Allegations of threats, violence, or inappropriate sexual behaviour
 - Any other factors impacting health, safety, and welfare
- This ensures the safety of the young person and others within the provision.

1.6 Support Plans

- Any relevant documentation should be provided before placement begins, including:
 - Education, Health, and Care Plans (EHCPs)
 - Individual Education Plans (IEPs)
 - Looked After Children (LAC) care plans
 - Any other support requirements

1.7 Assessing Suitability for Young People with EHCPs

- When a young person has an EHCP, Beacon AP will:
 - Review whether the centre can meet the needs outlined in the plan
 - Advise the referring organisation if alternative placements are more appropriate

1.8 Induction and Review Process

- **Initial meeting and transition:** Beacon staff first meet the young person and their carer to understand their needs and wishes. If both the young person and Beacon feel the placement is a good fit, Beacon speaks with the commissioning organisation before beginning a transition planned around the young person's individual needs. The pace of transition may vary. The young person's mental health, wellbeing and safety are the priority.
- **Assessment and review:** During the first few weeks, staff get to know the young person and assess their needs informally and, where appropriate, formally, as their engagement allows. Beacon reviews the transition and placement with the young person, their parent/carers and the commissioning organisation at times appropriate to the young person's needs. Any agreed change to commissioned hours or fees must be confirmed in writing. A review does not, by itself, change the funding agreement.

1.9 Placement and Funding Agreement

Before a placement begins, Beacon and the commissioning organisation must enter into a written placement agreement. The agreement will identify the organisation responsible for payment and record the young person's start

date, agreed end or review date, commissioned days and hours, fees, invoicing details and notice arrangements. A referral or admission decision alone does not change these agreed terms. A written placement agreement may be completed by an exchange of emails that clearly records the terms and the commissioning organisation's acceptance.

The commissioning organisation is responsible for paying the agreed fees for the commissioned days and hours from the placement start date, including during the young person's absence, unless the placement agreement expressly states otherwise. Any additional days, hours or services must be agreed in writing, including their cost, before they are provided.

1.10 Changes to Commissioned Hours and Ending a Placement

The commissioning organisation must give Beacon at least six weeks' written notice before reducing commissioned days or hours or ending a placement before its agreed end date. The notice period begins when Beacon receives the written notice. The existing agreed fees remain payable throughout that period, whether or not the young person attends. Changes take effect at the end of a school half-term following the six-week notice period, unless both parties agree an earlier or different date in writing.

Beacon and the commissioning organisation may agree changes at a review, but the new days, hours, fees and effective date must be confirmed in writing. Urgent safeguarding or suitability concerns will be addressed immediately through the relevant safeguarding and placement review processes. Any effect on fees or termination in those circumstances must be agreed in writing under the placement agreement; the young person must not be required to remain in an unsafe arrangement merely to complete a notice period.

1.11 Invoicing and Payment

Beacon will invoice the commissioning organisation in accordance with the placement agreement. Valid, undisputed invoices must be paid within 28 calendar days of receipt. The commissioning organisation should notify Beacon promptly of any invoice query, identifying the amount and reason in dispute. Any undisputed amount remains payable by the due date.

2. Admissions Register

Upon acceptance, the following must be recorded in the Management Information System (MIS):

2.1 Young Person Details

- Full name
- Gender
- Date of birth
- Date of admission to Beacon AP
- Name of the referring school or organisation

2.2 Parent/Carer Details

- Name and address of each known parent/carers
- Information on which parent/carers the young person typically resides with
- Emergency contact details for each parent/carers

Additional Notes:

- All data must be kept up-to-date and comply with GDPR and Data Protection Act 2018.
- The admissions register will be reviewed periodically to ensure accuracy.

3. Equal Opportunities and Inclusion

- Beacon AP ensures that admissions decisions are fair and non-discriminatory.

- No student will be refused admission based on race, gender, disability, religion, sexual orientation, or background, provided their needs can be safely met.

4. Appeals and Complaints

- Parents/carers or referring organisations may appeal admission decisions via formal written request.
- Beacon AP will respond within 10 working days.
- Any complaints are handled according to the Complaints Policy, available to all stakeholders.