

# Beacon Alternative School CIC (and Alternative Provision)

## Admissions Policy



**Date:** October 2025

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**Review Due by:** October 2026

**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 Referral Form Completion

- The Beacon AP Referral Form must be fully completed prior to admission.
- The form collects necessary information for registration and includes parental/carer consent for:
  - e-safety agreements

- photographs or media usage
- educational trips and visits

### **1.5 Circumstances Leading to Referral**

- The referral form 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**

- Induction period: The first two weeks of placement involve assessment of the student's needs and evaluation of placement suitability.
- Review: At the end of induction, a review meeting is held with all stakeholders to determine whether the placement should continue.

## **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/carer the young person typically resides with
- Emergency contact details for each parent/carer

**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.