LIMITLESS ALTERNATIVE PROVISION • STATUTORY POLICY

ADMISSIONS POLICY AND PROCEDURE

POLICY VERSION	DATE ADOPTED	REVIEW DATE	PROPRIETOR	DSL
1.0	February 2026	Annually – Feb 2027	Dwayne Paul	Harriet Ann Fry

1. POLICY STATEMENT & 2. SCOPE

Limitless Alternative Provision (LAP) is committed to providing a safe, structured and supportive environment for young people who require alternative educational provision. Our admissions process ensures that placements are appropriate and safe, safeguarding information is fully shared, risk is properly assessed before admission, pupils' needs can be effectively met, and all statutory responsibilities are fulfilled.

Aligns with: Keeping Children Safe in Education, Children Act 1989, Education Act 1996, Equality Act 2010, and Ofsted inspection expectations. Safeguarding remains central to all admission decisions.

Scope: Applies to commissioning schools, Local Authorities, parents/carers (where direct placements apply), and staff responsible for admissions.

3. ELIGIBILITY & 4. EQUAL OPPORTUNITIES

LAP typically admits pupils who: are at risk of exclusion or permanently excluded; require AP as part of a managed move; have SEMH needs; require a short-term intervention placement; have an EHCP where provision is appropriate; or need part-time off-site AP.

We do not admit pupils where: we cannot safely meet their needs; risk assessments indicate significant unmanageable risk; medical needs cannot be safely supported; or required safeguarding information is withheld.

Equal Opportunities (Equality Act 2010): We will not discriminate on the basis of race, disability, gender, religion or belief, sexual orientation, pregnancy or maternity, or gender reassignment. Reasonable adjustments will be made where possible.

5. REFERRAL PROCESS (STEPS 1 TO 5)

Step 1 – Initial Referral

Submitted in writing by commissioning school, Local Authority, or AP coordinator. Must include:

- Completed referral form
- Behaviour & attendance records
- SEND documentation & EHCP (if applicable)
- Risk assessments & medical information
- Safeguarding file & Child Protection status

Incomplete referrals will not be processed.

Step 2 – Safeguarding Review

Prior to acceptance:

- The DSL reviews safeguarding records.
- Child Protection status is confirmed.
- Risk of exploitation, violence, or serious harm is assessed.
- Current agency involvement is identified.

Placements will not commence without full safeguarding disclosure.

Step 3 – Risk Assessment

Pre-admission assessment considers: behavioural risk, physical risk (gym environment), peer compatibility, supervision requirements, medical/SEMH needs, and off-site risk (exploitation, gang involvement).

Gym considerations: physical aggression risk, equipment safety, and trigger behaviours in high-energy environments. If risks are manageable, admission may proceed.

STEP 4 – INITIAL PLACEMENT MEETING

Held involving the commissioning school, parent/carer (where appropriate), student (where appropriate), DSL, and Provision Lead.

The meeting will clarify: placement purpose, duration, expected outcomes, behaviour expectations, attendance expectations, review schedule, funding arrangements, and information-sharing protocols.

STEP 5 – ADMISSION DECISION

Admission decisions are made by the Proprietor and DSL based on:

- Suitability of placement & risk management capacity
- Available staffing & impact on existing cohort
- Safeguarding considerations

The decision will be confirmed in writing.

6. INDUCTION PROCESS

All admitted pupils will receive:

- Safeguarding briefing
- Behaviour expectations
- Gym safety briefing & tour of facilities
- Introduction to key staff
- Allocation of mentor/key adult
- Baseline assessment

Students must sign a behaviour agreement where appropriate.

7. TRIAL PERIOD

Where appropriate, a placement may begin with a trial period (e.g., 2–6 weeks). During this time:

- Attendance monitored daily
- Behaviour reviewed
- Risk assessment updated
- Placement reviewed formally

If unsuitable, the commissioning school will be informed immediately.

8. PLACEMENT REVIEWS

Reviewed formally at agreed intervals (e.g., 6-week reviews), after significant incidents, where attendance drops below expected levels, or where safeguarding concerns arise.

May recommend: continuation, adjustment of support, reintegration planning, or termination of placement.

9. MANAGED MOVES & REINTEGRATION

- Reintegration plans will be developed.
- Clear transition timelines agreed.
- Commissioning school retains ultimate responsibility for pupil progress.
- Communication maintained throughout placement.

10. TERMINATION OF PLACEMENT

Terminated where: risk becomes unmanageable; serious safeguarding concerns arise; persistent non-attendance occurs; funding ceases; or commissioning agreement ends.

Decisions prioritise safety and safeguarding. Parents and commissioning schools informed in writing.

11. DATA, 12. OVERSIGHT & 13. COMPLAINTS

Data Protection: Stored securely, used solely for placement purposes, shared on a need-to-know basis, transferred securely upon exit.

Oversight: Proprietor ensures consistent decisions, completed risk assessments, safeguarding compliance, and audit-ready Ofsted records. Complaints follow the Complaints Policy.

COMMITMENT STATEMENT

Limitless Alternative Provision is committed to safe and appropriate placements, transparent admission processes, strong safeguarding oversight, high expectations for behaviour and attendance, and supporting vulnerable young people to re-engage positively with education. Admissions decisions are always made in the best interests of the referred pupil and the safety and wellbeing of the existing cohort.