

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
Email: kat.perry@learnwithconfidence.co.uk
Tel: 01403 586029
Learnwithconfidence.co.uk

Admissions Policy

1. Policy Statement

Learn With Confidence (LwC) is committed to providing a safe, nurturing, and inclusive environment for vulnerable young people who may struggle in traditional educational settings. As an unregistered independent alternative provision, we cater to students with Special Educational Needs (SEN), Social, Emotional, and Mental Health (SEMH) challenges, and other vulnerabilities. LwC accepts referrals from schools, local authorities, or directly from parents. Due to the nature of our provision and the needs of our students, all admissions are reviewed on an individual basis to ensure that LwC is the most appropriate setting for each child.

2. Aims

The aims of this policy are to:

- Ensure that the admissions process is transparent, supportive, and meets the needs of each individual student.
- Acknowledge the specific needs of vulnerable young people and ensure that LwC is able to provide the necessary support.
- Maintain a safe and nurturing environment for all students by carefully reviewing potential admissions.
- Provide a clear and structured admissions procedure, including opportunities for families to engage with the LwC team before making a decision.

3. Eligibility for Admission

LwC welcomes students from a range of backgrounds, particularly those who:

- Have SEN, SEMH challenges, or other vulnerabilities that make traditional school environments difficult.
- Require a flexible learning environment to meet their individual needs.
- Are referred by schools, local authorities, or parents seeking an alternative educational setting.

While we are committed to inclusivity, LwC recognises the need to ensure that the centre is the right fit for each student. To this end, admissions are reviewed on a case-by-case basis, taking into account:

- The individual needs of the student and their ability to engage with the provision offered at LwC.
- The potential impact of the student's admission on the existing cohort, ensuring that the environment remains safe and supportive for all.
- LwC's capacity to provide appropriate support, both educationally and emotionally.

4. Admissions Procedures

4.1 Initial Enquiry

The admissions process begins when a school, local authority, or parent contacts LwC to inquire about a placement for a young person. During this stage, basic information will be gathered to determine the suitability of LwC for the child's needs. If appropriate, an initial meeting will be arranged.

4.2 Initial Meeting

The initial meeting involves:

- A meeting between the student, their family, and LwC staff, including the Director.
- A discussion of the young person's educational history, current challenges, and support needs.
- An explanation of LwC's ethos, aims, and the personalised support that can be offered.
- A tour of the centre to allow the family to familiarise themselves with the facilities and environment.

4.3 Meeting with Staff

Students and families will have the opportunity to meet the staff who will be working with them. This is particularly important for establishing rapport and ensuring that the student feels comfortable with the learning environment and the adults who will be supporting them.

4.4 Trial Period

All admissions are subject to a trial period, typically lasting 2 weeks, during which:

- The student will attend sessions in line with the agreed timetable.
- After creating a personalised learning plan, LwC staff will assess the student's engagement, behaviour, and response to the environment.
- Regular communication with the family will be maintained to discuss progress and any concerns that may arise.

At the end of the trial period, a review meeting will be held to determine whether LwC is the most appropriate setting for the student's continued education. This may be communicated through phone, email or in-person meeting.

4.5 Formal Admission

If the trial period is successful, formal admission will be confirmed.

5. Review of Admissions

LwC is committed to reviewing each potential admission individually to ensure that the centre remains a safe and supportive environment for all. Factors considered during the admissions review include:

- The level of support the student requires and whether LwC is equipped to meet those needs.
- The student's ability to engage with the flexible learning environment offered at LwC.

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
Email: kate.perry@learnwithconfidence.co.uk
Tel: 01403 586029
Learnwithconfidence.co.uk

- The potential impact on the existing cohort of students, particularly in terms of safety and wellbeing.

If at any point during the admissions process, LwC determines that it cannot adequately meet the needs of a student, or if there are concerns regarding the safety and stability of the learning environment, alternative options will be discussed with the family, and appropriate referrals will be made.

6. Referrals

LwC accepts referrals from:

- **Schools:** Where a student is struggling to remain engaged in mainstream education or requires a more flexible, supportive environment.
- **Local Authorities:** For young people who may be at risk or have been identified as needing alternative educational provision. LwC is a registered education provider for anyone who is funded by WSCC through an EHCP or EOTAS provision. We can also work collaboratively with other providers and schools too, and can support families in collecting evidence for EHCP applications as well as taking part in annual reviews and reporting systems for students with EHCPs.
- **Parents:** For families seeking a more tailored educational experience for their child, particularly those with SEN or SEMH challenges. We are not registered with Ofsted or the DfE and so not considered a school. Owing to this, self-funding families will need to be registered as **Elective Home Learners** and take overall responsibility for providing their children with a suitable education. Learn with Confidence would provide a part of that parental provision.

7. Inclusion and Support

LwC strives to be as inclusive as possible, ensuring that students from diverse backgrounds, including those with disabilities, SEN, or behavioural challenges, have access to high-quality education. However, due to the nature of the vulnerable young people attending LwC, every potential admission will be assessed to ensure the environment remains conducive to the safety and success of all students.

8. Placement Withdrawal or Termination of Placement

Although LwC is committed to supporting every student and providing a flexible learning environment, there may be circumstances where a placement may be withdrawn or terminated. These include, but are not limited to:

8.1 Unsuitability of Provision

If, during the trial period or at any point during the placement, it becomes clear that LwC is not the most suitable setting for the student's needs, a meeting will be held with the family to discuss alternative options. This may include referrals to more specialised educational provisions that are better equipped to meet the student's requirements.

8.2 Health and Safety Concerns

If a student's behaviour or actions pose a significant risk to the safety and wellbeing of themselves, other students, or staff, LwC may need to consider terminating the placement. In such cases:

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
Email: kat.perry@learnwithconfidence.co.uk
Tel: 01403 586029
Learnwithconfidence.co.uk

- The family will be notified immediately of any serious concerns.
- LwC will work with external agencies and the family to attempt to resolve the situation.
- If the risks cannot be mitigated, a final decision to terminate the placement may be made in the best interests of all parties.

8.3 Persistent Non-Engagement

In cases where a student persistently fails to engage with the learning environment or programme, despite reasonable adjustments and support, a review will be held to determine the most appropriate next steps. If non-engagement continues, the placement may be withdrawn.

This will involve:

- Ongoing communication with the family to attempt to resolve issues.
- Clear targets set for engagement, which, if unmet, may lead to a decision to withdraw the placement.

8.4 Attendance Issues

LwC expects students to attend regularly in line with the Attendance Policy. If there are persistent attendance issues that are not resolved after interventions and family meetings, the placement may be terminated. The Attendance Policy outlines the steps LwC will take to address such issues.

8.5 Mutual Agreement

In some instances, the family may request the withdrawal of their child from LwC if they feel the provision no longer meets their needs. LwC will support the family in exploring alternative educational options and ensure a smooth transition.

9. Key Legislation and Policies

This Admissions Policy is guided by the following key legislation:

- **Children and Families Act 2014**
- **Equality Act 2010**
- **Keeping Children Safe in Education (KCSIE) 2024**
- **SEND Code of Practice (2015)**

This policy should also be read in conjunction with the following LwC policies:

- **Safeguarding and Child Protection Policy**
- **Positive Relationship (Behaviour) Policy**
- **Attendance Policy**
- **Mental Health Policy**
- **SEND Policy**

10. Monitoring and Review

This Admissions Policy will be reviewed annually by the LwC leadership team to ensure that it remains in line with relevant legislation and continues to meet the needs of students and their families.

Learn with Confidence
5 King Court, Harwood Road, Horsham, RH13 5UR
Email: [kat.perry@learnwithconfidence.co.uk](mailto:kate.perry@learnwithconfidence.co.uk)
Tel: 01403 586029
Learnwithconfidence.co.uk

Version Control			
Version No.	Date	Author	Notes
1.0	15 th October 2024	K Perry	Initial Draft
1.1	1.9.25	KP	