

True North Alternative Provision

Admissions Policy

Organisation: True North Alternative Provision

Location: Messingham Village Hall, Messingham, North Lincolnshire

Applies to: All prospective learners, parents/carers, referring agencies

Review Cycle: Annually or in response to local authority guidance changes

1. Statement of Intent

True North Alternative Provision (TNAP) is committed to ensuring a clear, fair, transparent, and safe admissions process that places the needs, wellbeing, and best interests of the young person at its centre.

Admissions to True North Alternative Provision are managed in line with North Lincolnshire Alternative Provision (AP) procedures, local authority guidance, and the Ofsted Education Inspection Framework (EIF). The provision works closely with the local authority and commissioning bodies to ensure placements are appropriate, lawful, and sustainable.

2. Legal and Regulatory Framework

This policy is informed by and complies with the following:

- Education Act 1996
 - Equality Act 2010
 - Children and Families Act 2014
 - SEND Code of Practice (0–25) 2015
 - Keeping Children Safe in Education (KCSIE) 2025
 - Ofsted Education Inspection Framework (EIF) 2019
 - North Lincolnshire Council Alternative Provision Admissions Procedures
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3. Principles of Admission

True North Alternative Provision operates on the following principles:

- Admissions are needs-led and child-centred
 - All placements are made through appropriate referral pathways
 - No learner is admitted without sufficient information to ensure safeguarding and suitability
 - Admissions are dependent on capacity and available resources
 - Equality of opportunity is promoted, and discrimination is not tolerated
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4. Referral Pathway

4.1 Referral Requirement

Admissions to True North Alternative Provision are strictly by referral only.

A TNAP Referral Form must be completed and returned in full by the referring body. Referrals are typically made by:

- Local Education Authorities
- Schools, Academies or other Provisions
- Other authorised commissioning services

No admission will be considered without a completed referral form.

4.2 Information Required

The referral form must include, where applicable:

- Young person's personal details
- Current educational placement and status
- Reason for referral
- Attendance history
- Behavioural, social, emotional, or mental health needs
- SEND information, including EHCP status
- Safeguarding concerns and risk assessments
- Medical needs
- Involvement of other agencies

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- The number of hours required

Incomplete referrals may delay or prevent admission.

5. Assessment and Decision-Making

On receipt of a completed referral, the Senior leadership team will:

- Review the information provided
- Assess the suitability of the placement
- Consider safeguarding implications
- Evaluate whether the provision has availability and the appropriate resources to support the young person safely and effectively

Admission decisions are based on:

- Current capacity and possible effect on group dynamics
- Staffing levels and expertise
- Ability to meet the young person's SEMH, educational, behavioural, and safeguarding needs
- Health and safety considerations
- Any other relevant information

Admission is **not automatic** and is not guaranteed upon referral.

6. Outcomes of Referral

Following assessment, one of the following outcomes will be communicated to the referring body:

- **Placement offered** (subject to agreed start date and conditions)
- **Placement deferred** due to capacity or resource constraints
- **Placement declined** where needs cannot be safely or appropriately met

All decisions will be clearly recorded and shared with the local authority or commissioning body.

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7. Equality and Inclusion

True North Alternative Provision is committed to equality of opportunity. Admissions decisions will not be influenced by:

- Disability
- Gender or gender reassignment
- Race or ethnicity
- Religion or beliefs
- Sexual orientation
- Social or economic background

Where a placement cannot be offered, this will be due to capacity or suitability, not discrimination.

8. Induction and Start of Placement

Once a placement is agreed:

- A start date will be confirmed with the referring body
- An induction process will be implemented
- Risk assessments and support plans will be finalised
- Parents/carers and professionals will be informed as appropriate

9. Safeguarding Considerations

Safeguarding is a priority throughout the admissions process and is fully aligned with the provision's Safeguarding and Child Protection Policy.

During admissions, True North Alternative Provision will:

- Obtain and review safeguarding and child protection information prior to admission
- Consider known risks, vulnerabilities, and contextual safeguarding factors
- Liaise with the referring body and other agencies where concerns are identified

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- Decline placements where risks cannot be managed safely within the provision

Admissions decisions directly reflect the safeguarding duty to act in the best interests of the child, in line with *Keeping Children Safe in Education (KCSIE) 2025*.

10. SEND and Inclusion

This Admissions Policy operates alongside the True North Alternative Provision's SEND Policy and SEND Information Report.

The provision will:

- Consider SEND needs as part of the referral assessment process
- Review EHCPs, professional reports and information from previous provisions
- Admit learners only where needs can be met appropriately with available staffing, expertise, and resources
- Work collaboratively with the local authorities, provisions, and families

A placement may be declined or deferred where the provision does not currently have the capacity or specialist resources required to meet a learner's SEND needs safely and effectively.

11. Behaviour and SEMH Considerations

Admissions decisions are informed by the provision's Behaviour Policy and Positive Behaviour Support approach.

As part of the referral process, leaders will:

- Review behaviour history and previous interventions
- Consider SEMH needs and triggers
- Assess whether behaviours and /or SEMH needs can be managed safely within the current cohort
- Ensure behaviour and/or SEMH support plans can be implemented effectively

Placements will not be offered where behaviour risks exceed the provision's capacity to maintain safety and positive learning for all.

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10. Monitoring, Review and Accountability

Admissions processes are monitored by the Senior leadership team to ensure:

- Compliance with local authority and statutory procedures
- Consistency and transparency in decision-making
- Alignment with Ofsted expectations

This policy is reviewed annually or following changes to Local Authority AP Guidance and /or statutory guidance

11. Policy Approval

True North Alternative Provision

Date of implementation: 14.02.2026

Reviewed by: Joanne Herschell-Smith Director/Head of True North Alternative Provision

Review cycle: Annual or in response to updated legislation or guidance

Next review due: 14.02.2027

True North Alternative Provision works collaboratively with North Lincolnshire Local Authority to ensure that admissions are appropriate, safe, and in the best interests of each young person.

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