



Admissions



Approved by:	Kirsty Burrige
Last Reviewed on:	August 2025
Next Review by:	September 2026

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Admissions procedure
4. The admissions register

Statement of intent

A pupil's education is one of the most important parts of their life, and at Blue Sky Learning we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the provision's procedures for admissions. The process is fair and in-keeping with the provision's obligations under the Equality Act 2010 and the Education Act 1996. The provision promises to provide all admitted pupils with a safe environment to learn and develop.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006
- Equality Act 2010

1.2. This policy operates in conjunction with the following provision policies:

Records Management Policy, Equal Opportunities Policy, Data Protection Policy

2. Roles and responsibilities

2.1. The advisory board and the Head Teacher will collaborate with the proprietor of the provision to agree on set admissions arrangements for the provision.

2.2. The Head Teacher is responsible for establishing the admissions arrangements for the provision within this policy.

2.3. The provision will ensure all provisions are fair and do not discriminate against any protected characteristic.

2.4. The provision will ensure any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

3. Admissions procedure

3.1. All applications to the provision will be made using our commission proforma, which can be requested via referrals@bsleducation.co.uk, from the local SEND service or by individual schools requesting an alternative provision package.

3.2. All applications are reviewed by SLT members as to whether the provision can meet the child's needs

3.3. If the provision believes it cannot provide a pupil with sufficient support, their application for a place at the provision may be denied. This is with the pupil's best interests in mind, and the provision will communicate any grounds for rejection with the pupil's parents and the commissioner of service.

3.4. On agreement of admission, The Provision Admissions Form will be completed by parents and the commissioning body and submitted to the provision prior to entry.

3.5. On agreement of admission, The Provision Registration Form will be completed by SEND Leads or SENCO and submitted to the provision prior to entry.

3.6. Any questions regarding the form or the admissions process in general will be answered by the Head Teacher.

3.7. The provision will ensure pupils with SEND are supported at all times.

3.8. The provision puts in place reasonable adjustments where necessary to accommodate for pupils' further additional needs, e.g. for pupils with added SEND.

4. The admissions register

4.1. The provision will keep an up-to-date admissions register of pupils in attendance at the provision.

4.2. The admissions register will be stored in line with the provision's Records Management Policy.

4.3. The provision will send an attendance register to the Local Authority in charge of Alternative Provision or the host provision.