



Blue Sky Learning

Admissions Policy

Approved by: Kirsty Burridge
Date Approved: June 2026
Review Date: August 2027

Statement of Intent

Blue Sky Learning ensures fair, inclusive access to education, providing a safe and supportive learning environment in line with statutory duties under the Education Act 1996 and Equality Act 2010.

1. Legal Framework

This policy operates in accordance with:

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

It aligns with internal policies on records management, equal opportunities, and data protection.

2. Roles and Responsibilities

- Admissions arrangements are agreed by the Senior Leadership Team, Head Teacher, and proprietor.
- The Head Teacher oversees implementation.
- Admissions processes must be fair, transparent, and non-discriminatory.
- Disability-related appeals are managed via tribunal processes.

3. Admissions Procedure

- Referrals are made via a commissioning proforma (local authority, schools, or SEND services).
- Applications are reviewed by senior leadership to assess suitability.
- Placement may be declined if needs cannot be appropriately met, with clear rationale provided.
- Admission requires completion of:
 - Admissions Form (parents/commissioner)
 - Registration Form (SEND Lead/SENCO)
- The provision ensures:
 - Appropriate SEND support
 - Reasonable adjustments in line with the Equality Act 2010

4. Admissions Register

- An accurate, up-to-date register is maintained in line with statutory requirements.
- Records are stored per data and records management policies.
- Attendance data is shared with the relevant Local Authority or host provision

5. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Changes to relevant legislation
- Updates to national guidance
- A significant incident impacting provision or pupil welfare
- Operational changes within the provision requiring policy revision