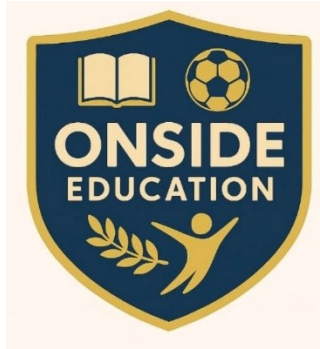




Onside Education

Admissions & Initial Assessment Policy

Policy Date: September 2025
Review Date: September 2026

1. Policy Statement

Onside Education is committed to ensuring that all admissions are managed in a fair, transparent, consistent and safeguarding-informed manner.

The school will only admit pupils where:

- The placement is suitable
- The school can meet the pupil's needs safely
- Safeguarding risks have been fully considered
- Appropriate information has been received prior to admission
- Admission complies with relevant legislation

This policy complies with:

- Independent School Standards (Part 1, Part 3 and Part 6)
- Education Act 2002
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)
- SEND Code of Practice
- AP statutory guidance

2. Principles of Admission

Onside Education will:

- Consider each referral individually and assess placements on the basis of suitability, safety and the ability to meet need appropriately.
- Ensure all admissions are informed by safeguarding, risk assessment, staffing capacity and the best interests of the pupil.
- Make decisions using available educational, safeguarding, medical, SEND and behavioural information provided prior to admission.
- Ensure no pupil is admitted without appropriate safeguarding checks, information sharing and suitability assessment.
- Act in accordance with the Equality Act 2010 and make reasonable adjustments for pupils with SEND where appropriate.

Onside Education operates as a trauma-informed, SEMH-focused Alternative Provision supporting mixed-sex pupils within Key Stage 3 and Key Stage 4 who may present with social, emotional and mental health (SEMH) needs, barriers to mainstream education, SEND or EHCPs.

The provision is registered to admit mixed-sex pupils within Key Stage 3 and Key Stage 4 in accordance with its DfE registration particulars and approved maximum capacity of 24 pupils.

The provision is not intended to operate as a specialist SEN school unless otherwise stated within DfE registration particulars. However, Onside Education may support pupils with identified additional needs where those needs can be safely, appropriately and reasonably met within the school's staffing structure, safeguarding arrangements and available provision.

Admissions are subject to safe staffing ratios, operational capacity, safeguarding considerations and the provision's ability to deliver appropriate educational and SEMH support safely and effectively.

3. Referral & Documentation Requirements

Before a placement can be considered, the following documentation must be received:

- Completed Onside Education Referral Form
- Academic information
- Reading age information
- SEND/EHCP documentation
- Attendance data
- Behaviour logs
- Safeguarding summary from referring DSL
- Medical information
- Details of external agency involvement

Before admission, the commissioning school, local authority or referring body must provide:

- Current safeguarding and child protection information
- Attendance and exclusion history
- Behaviour and risk information
- Medical and medication information
- SEND and EHCP documentation
- Social care involvement details
- CPOMS chronology or safeguarding chronology where appropriate
- Current risk assessments and positive handling plans
- Name and contact details of the lead professional and DSL

Where a pupil has an Education, Health and Care Plan (EHCP), consultation will take place with the commissioning local authority, parents/carers and relevant professionals to determine whether the provision can safely and appropriately meet identified need, provision requirements and outcomes specified within the EHCP.

Where a pupil is looked after, previously looked after, subject to a Child in Need plan, Child Protection plan or allocated a social worker, relevant safeguarding and care information must be shared prior to admission and reviewed as part of the placement suitability assessment.

4. Safeguarding & Suitability Assessment

The DSL conducts a pre-admission safeguarding review, including:

- Risk to self or others
- Indicators of exploitation
- Sexualised behaviour concerns
- Gang affiliation or criminal indicators
- Medical safety considerations
- Staffing capacity to safely meet need

The outcome is formally recorded as:

- Suitable for placement
- Suitable with additional support

- Not suitable (with documented rationale)

No pupil will be admitted if the school cannot safely meet their needs.

Emergency or short-notice placements will only be considered where sufficient safeguarding, medical and risk information has been provided to allow a safe suitability assessment to take place.

5. Admission Meeting

Where a referral is deemed potentially suitable, an admission meeting will be arranged involving:

- Parent / carer
- Pupil
- Referring school
- Onsite Education representative

The meeting will:

- Clarify expectations and programme structure
- Confirm consent for placement
- Review safeguarding information
- Gather pupil voice
- Discuss aspirations and concerns
- Discuss reintegration goals and long-term educational outcomes

Baseline assessment information relating to academic attainment, SEMH presentation, attendance, behaviour and safeguarding will be reviewed at the start of placement to support target setting, intervention planning and placement review.

6. Decision-Making Process

Final admission decisions are made by the Head of Provision, DSL and proprietor oversight where required.

A written decision will be communicated to the referring body.

7. Placement Agreements & Review Arrangements

All commissioned placements will be supported by a formal placement agreement identifying:

- Placement duration
- Attendance expectations -
- Funding arrangements
- Safeguarding responsibilities
- Reporting arrangements
- Review frequency
- Reintegration planning
- Exit arrangements
- CP-file transfer expectations

Attendance, safeguarding and wellbeing information will be shared with the commissioning school or local authority in line with agreed reporting arrangements and safeguarding responsibilities.

Onside Education reserves the right to review, suspend or terminate placements where risks significantly increase, essential information has not been shared, safeguarding concerns cannot be safely managed or placement arrangements are no longer suitable.

Placement review meetings will normally take place on a termly basis, or more frequently where safeguarding, attendance, behaviour, wellbeing or placement concerns arise.

Where placements are intended as part of a Key Stage 3 reintegration pathway, the commissioning school or local authority retains responsibility for long-term educational planning and reintegration oversight in partnership with Onside Education. Reintegration planning will focus on improving attendance, engagement, emotional regulation, behaviour for learning and readiness to successfully transition back into mainstream education where appropriate.

For Key Stage 4 pupils, placements may include a longer-term alternative pathway focused on achieving appropriate qualifications, vocational development and positive post-16 outcomes. Onside Education aims to support pupils towards GCSE, Functional Skills and vocational pathways that can progress into Key Stage 5 education, further training, apprenticeships or work-based employment.

Responsibility for long-term placement planning and statutory educational oversight remains with the commissioning school or local authority throughout the placement.

8. Capacity & Staffing Considerations

Onside Education will only admit pupils where:

- Appropriate staffing ratios can be maintained
- Staff have the necessary expertise
- EHCP provision can be delivered
- Health and safety requirements can be met

9. Equality & Inclusion

Onside Education does not discriminate on the basis of disability, race, sex, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership or age.

Reasonable adjustments will be made where appropriate.

10. Record Keeping

Information sharing will take place in accordance with safeguarding responsibilities, GDPR requirements, data protection legislation and relevant information-sharing guidance.

Records of placement reviews, safeguarding discussions, reintegration planning and commissioning communication will be retained securely in accordance with the school's safeguarding and data retention procedures.

11. Monitoring & Review

This policy will be reviewed annually by the Proprietor and Head of Provision.

Appendix 1:

Onside Education Referral Form

Date of Referral: _____

Referring School / Establishment Details

Name of School/Establishment (Include LA/Trust):

Name of Referrer: _____

Position: _____

Telephone: _____

Email: _____

DSL Name: _____

DSL Contact Details (if different): _____

Student Information

Full Name: _____

Date of Birth: _____

Current School Year: _____

UPN (if known): _____

Has Parent/Carer Consented to Placement? Yes / No

Parent / Carer Details

Primary Contact Name: _____

Relationship to Student: _____

Address: _____

Telephone: _____

Email: _____

Secondary Contact Name (if applicable): _____

Relationship to Student: _____

Telephone: _____

Email: _____

Emergency Contacts

Priority 1 Name & Relationship: _____

Telephone: _____

Priority 2 Name & Relationship: _____

Telephone: _____

Academic Baseline Information

Current English Working Grade/Level: _____

Current Maths Working Grade/Level: _____

Reading Age (if known): _____

Writing Assessment Level: _____

Predicted GCSE/Functional Skills Level (if KS4): _____

Identified Learning Gaps: _____

Previous Interventions and Impact:

SEND / EHCP Information

Does the student have SEND? Yes / No

EHCP in place? Yes / No

Primary Need Category: _____

Summary of Needs and Support Required:

Attendance & Behaviour Information

Attendance Percentage (Current Academic Year): _____

Number of Suspensions (if applicable): _____

Behaviour Triggers: _____

Types of Behaviour Displayed: _____

Strategies That Have Worked: _____

SEMH & Wellbeing Profile

Emotional Regulation Level (Low/Moderate/High):

Known Risks or Safeguarding Concerns:

External Agency Involvement (Social Care, Police, CAMHS etc.):

Medical Information

Medical Conditions: _____

Medication (if applicable): _____

Allergies: _____

Pupil Strengths & Interests

Academic Strengths: _____

Vocational/Practical Strengths: _____

Interests & Hobbies: _____

What Motivates This Pupil?: _____

Programme Requested

Intervention Programme Requested: _____

Proposed Start Date: _____

Review Date: _____

Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Signed (School Lead): _____

Date: _____

Appendix 2:

Safeguarding & Risk Assessment Recording Form (Pre Admission)

Student Details

Student Name	
Date of Birth	
Home School / Referring Body	
Year Group	
EHCP (Yes/No)	
Date of Review	
DSL Completing Review	

Pre-Admission Safeguarding Review

Area of Review	Summary of Concerns	Risk Level (Low/Medium/High)	Control Measures Required
Risk to Self or Others			
Indicators of Exploitation (CSE/CCE/County Lines/Other)			
Sexualised Behaviour Concerns			
Gang Affiliation or Criminal Indicators			
Medical Safety Considerations			
Staffing Capacity to Meet Need			

Additional Risk Assessments Required

Assessment Type	Completed (Yes/No) & Notes
Behaviour Risk Assessment	

Medical Risk Assessment	
Off-Site / Educational Visits Risk Assessment	
Positive Handling Plan	
Other (Specify)	

Placement Decision

Decision	Details / Rationale
Suitable for Placement	
Suitable with Additional Support	
Not Suitable (Documented Rationale Required)	

Authorisation

Role	Name / Signature	Date
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Designated Safeguarding Lead (DSL)		
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Head of Provision / Director		
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Appendix 3: Pre-Admission Checklist

Pre-Admission Checklist

Student Name: _____

Referring School / LA: _____

Date Checklist Completed: _____

Completed By: _____

Referral & Documentation

- ☐ Referral Form Received
- ☐ Attendance Information Received
- ☐ Behaviour Information Received
- ☐ Academic Information Received
- ☐ Reading Age Information Received
- ☐ SEND/EHCP Documentation Received
- ☐ Medical Information Received
- ☐ Medication Information Received
- ☐ Safeguarding Summary Received
- ☐ Risk Assessments Received
- ☐ CPOMS / Safeguarding Chronology Reviewed
- ☐ Social Care Information Received (if applicable)
- ☐ External Agency Information Received
- ☐ Emergency Contacts Confirmed

Safeguarding & Suitability

- ☐ Pre-Admission Safeguarding Review Completed
- ☐ Risk to Self/Others Considered
- ☐ Exploitation Risks Considered
- ☐ Medical Safety Considered
- ☐ Staffing Capacity Reviewed
- ☐ Reasonable Adjustments Considered
- ☐ Site Safety Considered
- ☐ Off-Site Risk Considerations Reviewed

Admission Process

- ☐ Parent/Carer Meeting Completed
- ☐ Pupil Voice Gathered
- ☐ Placement Expectations Discussed
- ☐ Reintegration/Exit Planning Discussed

☐ Placement Agreement Issued

☐ Start Date Confirmed

Final Decision

☐ Suitable for Placement

☐ Suitable with Additional Support

☐ Not Suitable

Head of Provision Signature: _____

DSL Signature: _____

Date: _____

Appendix 4:

Commissioning / Placement Agreement

Student Name: _____

Date of Birth: _____

Referring School / Local Authority:

Placement Start Date: _____

Expected Duration of Placement:

Named School Contact:

Named DSL Contact:

Named Onsite Contact:

Placement Purpose

- ☐ Reintegration Support
- ☐ Directed Learning Placement
- ☐ Dual Placement
- ☐ SEMH Intervention
- ☐ Vocational Provision
- ☐ Other: _____

The commissioning body confirms that the following information has been shared prior to placement:

- ☐ Safeguarding Information
- ☐ Child Protection Information
- ☐ Attendance Information

- ☐ Behaviour Information
- ☐ Medical Information
- ☐ SEND/EHCP Documentation
- ☐ Risk Assessments
- ☐ Social Care Information
- ☐ External Agency Involvement

Review Arrangements

Review meetings will take place:

- ☐ Weekly
- ☐ Fortnightly
- ☐ Half-Termly
- ☐ Other: _____

Attendance reporting arrangements:

Safeguarding escalation arrangements:

Reintegration / Exit Planning Arrangements:

Emergency Contact Arrangements:

Additional Notes:

Signed – Referring School / LA:

Role:

Date:

Signed – Onside Education:

Role:

Date: