

creative ✦ active ✦ lives

## Admissions Policy

Version No. 1

Dated: 2nd June 2026

## **Purpose**

This policy sets out how Creative Active Lives CIC assess and admit children and young people to our alternative provision, EOTAS support, home education provision, mentoring, online clubs, and educational programmes.

We are committed to providing an inclusive, accessible, and welcoming environment for all learners and will not unlawfully discriminate on the basis of any protected characteristic under the Equality Act 2010.

## **Who Our Provision Supports**

Our services are designed primarily for children and young people who:

- Are neurodivergent or have additional needs
- Are unable to access mainstream education full-time
- Are receiving EOTAS provision
- Are home educated
- Are experiencing anxiety, emotionally based school avoidance, or social isolation
- Require alternative or personalised approaches to learning
- Would benefit from small group, interest-led, or online provision

## **Admissions Process**

Referrals and enquiries may be received from:

- Parents and carers
- Schools
- Local authorities
- Social workers
- Other professionals

Before a placement is agreed, we will gather information to determine whether the provision is suitable for the young person's needs.

## **Named Contact**

Parents, carers, commissioners, and professionals will be provided with a named contact within Creative Active Lives CIC to support the admissions and induction process and answer any questions regarding the provision.

## **This may include:**

- Referral information
- Previous education history
- Attendance information
- EHCPs or other support plans

- Risk assessments
- Safeguarding information
- Medical information
- Discussions with parents, carers, schools, local authorities, and the young person where appropriate

### **Assessment of Suitability**

All placements are considered individually.

We will assess:

- Whether the provision can safely meet the young person's needs
- Whether appropriate staffing and support arrangements are available
- Any safeguarding considerations
- Health and safety considerations
- The suitability of the learning environment
- Whether reasonable adjustments can be made where required

### **Reasonable Adjustments**

Creative Active Lives CIC is committed to making reasonable adjustments to support participation wherever possible.

Adjustments may include changes to communication methods, sensory environments, learning approaches, timings, technology, support arrangements, or participation expectations.

### **Information Required Prior to Admission**

Before a placement starts, commissioners will normally be asked to provide emergency contact details, attendance history, EHCPs or support plans, safeguarding information, risk assessments, healthcare information, behaviour information, and any other information necessary to support the learner safely and effectively.

### **Induction**

All learners will receive an induction appropriate to their placement. As part of the induction process, baseline information may be gathered to help identify the learner's strengths, interests, support needs, learning goals, and intended outcomes for the placement.

This may include:

- Introduction to staff and other participants
- Expectations for behaviour and participation
- Safeguarding information
- Online safety guidance

- Health and safety information
- Discussion of learning goals and intended outcomes

### **Admission Decisions**

Admission decisions will normally be made by the Director or a delegated member of staff.

A placement may not be offered where:

- The provision cannot safely meet the individual's needs
- Significant risks cannot be appropriately managed
- Required information has not been provided
- The placement is not considered suitable for achieving the intended outcomes

Where a placement is not offered, feedback will be provided where appropriate.

### **Records**

Creative Active Lives CIC will maintain records relating to admissions, attendance, support needs, safeguarding information, risk assessments, learning plans, and progress monitoring in accordance with data protection legislation.

Information will be processed and stored in accordance with the Data Protection Act 2018, UK GDPR, and the organisation's Privacy Policy and Data Protection Policy.

### **Complaints**

Any concerns regarding admissions decisions should be raised in accordance with the organisation's Complaints Policy.

### **Safeguarding and Risk Assessment**

Where safeguarding information, behavioural concerns, medical needs, or other significant risks are identified during the admissions process, Creative Active Lives CIC may complete additional risk assessments before a placement begins and may request further information from parents, carers, schools, local authorities, or other professionals.

### **Policy Review**

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance, safeguarding requirements, recruitment practices, or organisational structure.

Last reviewed: 2nd June 2026

Next review date: 2nd June 2027

Approved by: Rachel Conlisk  
Director  
Creative Active Lives CIC