THE Inspire & Achieve FOUNDATION

REFERRALS & ADMISSIONS POLICY: ACHIEVEMENT UNLOCKED AP 2026-2027



Referrals and Admissions Policy – Achievement Unlocked

1. Purpose

This policy establishes the framework for managing referrals and admissions specifically for Achievement Unlocked, the 16+ alternative provision programme at The Inspire and Achieve Foundation (IAF), for learners with an Education, Health and Care Plan (EHCP). It ensures that all admissions are conducted with transparency, equity, and compliance with the SEND Code of Practice (2015), GDPR, safeguarding legislation, and relevant statutory obligations.

The policy ensures that learners referred to Achievement Unlocked receive placements that meet their identified educational, social, emotional, and behavioural needs while promoting equality, inclusion, and learner safety.

All placements on Achievement Unlocked must be formally commissioned and approved by the Nottinghamshire County Council Statutory SEND Team.

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2. Scope

This policy applies exclusively to learners with EHCPs seeking placement on Achievement Unlocked, whether through:

- **Local authority tenders**: where local authorities commission provision.
- **Professional referrals**: including social workers, virtual school, youth services, or other further education providers, with formal liaison to the local authority SEND team.

It applies to all IAF staff involved in the referral, admissions, assessment, and placement process for Achievement Unlocked, with ultimate responsibility resting with the King's Trust and Alternative Provision Delivery Manager.

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3. Roles and Responsibilities

King's Trust and Alternative Provision Delivery Manager

- Leads all referrals and admissions processes for Achievement Unlocked.
- Reviews each EHCP to determine alignment with the provision and capacity of Achievement Unlocked.

Owner: Jaye Crew
Created: April 2020
Reviewed: Jan 2026
Review due: Jan 2027

- Liaises with the local authority and referring professionals to confirm eligibility and placement suitability.
- Maintains a clear audit trail of all decisions, correspondence, and supporting documentation.
- Ensures safeguarding, PREVENT, and health & safety considerations are addressed during admissions.
- Confirms that all placements are formally commissioned and approved by the Nottinghamshire County Council Statutory SEND Team before commencement.

Teachers and support staff delivering Achievement Unlocked

- Share responsibility with Delivery Manager for processing referrals and admissions when required
- Provide input on learner suitability based on curriculum, support, and safeguarding considerations.
- Participate in admissions meetings, ILP planning, and induction processes.

All staff involved in Achievement Unlocked

- Ensure compliance with this policy, maintain confidentiality, and uphold principles of equality, diversity, and inclusion (EDI).

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4. Admissions and referral process

4.1 Local Authority Tenders

1. Local authorities issue tenders specifying learners requiring placement on the Achievement Unlocked programme.
2. IAF evaluates whether the programme can meet the learner's educational, social, emotional, and behavioural needs.
3. If the learner's needs can be met, IAF completes the required tender response documentation by the stated deadline.
4. Nottinghamshire County Council's Statutory SEND Team reviews the responses and notifies providers of successful tender outcomes.
5. Where IAF is commissioned to provide a placement, Jaye Crew and the relevant teacher coordinate pre-admission planning and induction arrangements to ensure a smooth transition for the learner.
6. An Individual Placement Agreement is issued and returned to Nottinghamshire County Council's Commissioning Team to formalise the placement.

4.2 Referrals from Other Professionals

1. Professionals submit referrals directly to Achievement Unlocked. Referred learners and their professionals are invited to meet the team to determine whether the provision is suitable.
2. Delivery Manager requests and reviews the learner's Education, Health and Care Plan (EHCP) and any additional relevant information that would support with the transition.

3. If the learner's needs can be met, liaison with the local authority SEND team ensures statutory compliance and agreement on the placement within Achievement Unlocked.
4. Safeguarding and risk assessments are completed as required to ensure the learner's safety and wellbeing.
5. All placements must be formally commissioned and approved by the Nottinghamshire County Council Statutory SEND Team prior to enrolment.
6. If Achievement Unlocked is unable to meet the learner's needs, alternative provision and next steps are recommended to support the learner's continued education and development.
7. Where IAF is commissioned to provide a placement, Jaye Crew and the relevant teacher coordinate pre-admission planning and induction arrangements to ensure a smooth transition for the learner.
8. An Individual Placement Agreement is issued and returned to Nottinghamshire County Council's Commissioning Team to formalise the placement.

4.3 Eligibility Criteria

- Only post 16 learners with a current Education, Health and Care Plan (EHCP) will be considered for placement on Achievement Unlocked.
- Learners' needs must align with Achievement Unlocked curriculum, support services, and safeguarding capacity.
- Placements will not be offered if it would compromise learner safety, statutory compliance, or the ability to deliver the intended curriculum.

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7. Equality, Diversity, and Inclusion

- IAF ensures equitable access to Achievement Unlocked for all learners regardless of protected characteristics.
- Reasonable adjustments are implemented for learners to participate fully in learning and assessment.
- Staff actively promote inclusion and challenge any form of discrimination or disadvantage.

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8. Review and Quality Assurance

- All admissions to Achievement Unlocked are reviewed periodically to ensure alignment with EHCPs and learner progress.
- Delivery Manager and teachers monitor admissions data and outcomes to inform continuous improvement.
- Feedback from learners, families, and local authorities is gathered and considered.
- All decisions, risk assessments, and communications are documented to maintain a robust audit trail.

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9. Data Management and Confidentiality

- All referral and admissions documentation for Achievement Unlocked is stored securely in line with GDPR**.**
- Access is restricted to Delivery Manager and the teacher(s) responsible for admissions.
- Documentation is retained for audit, monitoring, and regulatory purposes.

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10. Complaints and Appeals

- If a placement decision is contested, learners, parents/carers, or referring authorities may raise a concern in accordance with IAF's Customer Feedback and Complaints Policy**.**
- All complaints are addressed promptly, transparently, and recorded for quality assurance purposes.

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11. Policy Review

- This policy is reviewed annually or in response to statutory or regulatory changes.
- Review ensures compliance with the SEND Code of Practice (2015)**,** safeguarding legislation, local authority procedures, and best practice.
- Updates are communicated to all relevant staff, local authorities, and stakeholders.

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