



# ADMISSIONS POLICY 2025



**Approved by:** Mica Coleman Jones

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**Approved by trustees:** 25.11.2025

**Signed by Chair of  
Trustees**

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## FOREWORD

Lilya's Clarendon School and Lilya's Goldsmith School are both sites for Alternative Provision. Whilst neither site holds school status, they are often referred to as schools for the benefit of students.

## 1. INTRODUCTION

The Lilya Lighthouse Education Trust is an Alternative Provision which aims to re-engage its students into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

The Lilya Lighthouse Education Trust welcomes referrals from commissioning schools and local authorities for students in Years 7-11 who require an alternative approach to their education and learning.

We aim to provide an education which focuses on the skills young people need to achieve meaningful outcomes in their lives. Our provision focuses on wellbeing and happiness, as well as core study skills which support independent and collaborative learning.

Our curriculum enables all students to transition to a meaningful and sustainable post-16 destination enabling them to acquire knowledge that will help them to achieve qualifications which matches their interests and ambitions.

We are committed to supporting students to overcome barriers to learning, whether they be academic, social or emotional through our relational and intervention systems and programmes.

## 2. STUDENTS WE SUPPORT

As an organisation which focuses on neurodiversity and neurodiverse-inclusive practice, we feel that we can support neurodivergent children with developing a greater sense of self and an understanding of how they do their best learning. Lilya's Clarendon School and Lilya's

Goldsmith School are sites of provision for students aged 11-18 years old. We recognise that some students may independently travel to and from our setting.

### 3. NUMBER OF PLACES AVAILABLE

Our provision can support 1:1 and small group learning. Group sizes will never exceed more than 10 students at one time.

As an unregistered provision, Lilya's schools are educational establishments which are not currently registered with the Department for Education (DfE). As such, we cannot offer full-time education to five or more students at compulsory school age, or one such student who is care-experienced or has an EHC plan. Operating an unregistered school is considered a criminal offence.

### 4. REGISTRATION ARRANGEMENTS

Commissioners must sign a Service Level Agreement for each student outlining respective responsibilities and fees.

Those commissioning places at Lilya's Schools continue to be responsible for the safeguarding of that student and should be satisfied that our provision meets the needs of the student.

### 5. REFERRAL ARRANGEMENTS

To acquire a place at the school, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form set out by The Lilya Lighthouse Education Trust (Annex B). The referral form is also downloadable from the website. Parents and carers can enquire about self-funded places, and this is considered on a case-by-case basis.

### 6. REFERRAL PROCESS

## 6.1 MAKING A REFERRAL

Commissioners are required to complete a referral form (see Annex A). The referral form can be sent to commissioners following a verbal or written request to Mica Coleman Jones; [mcolemanjones@lilyalighthouse.co.uk](mailto:mcolemanjones@lilyalighthouse.co.uk).

Information regarding a student's current attainment, attendance, SEND and behaviour history will be requested to determine whether a place can be offered. Commissioners should send additional information which might support the placement decision such as risk assessments, EHCP documentation and multi-agency involvement.

A confirmation of receipt of a completed referral form will be sent within 24 hours and an initial visit will be scheduled within five working days.

## 6.2 INITIAL VISIT

Students will be offered a tour of the school and an opportunity to ask questions about our curriculum and provision. If it is agreed that The Lilya Lighthouse Education Trust can meet the student's needs and the student demonstrates a willingness to engage, we will arrange a meeting within 24 hours with the commissioner to inform them of the decision. **The views and wishes of each young person and their families form an essential part of the referral process.**

If we can accept a referral, we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

Following this, we will offer students at least one induction date within 7 working days after the initial visit. This will ensure that all staff and students are aware of new starters joining the school and ensure that the appropriate supports are in place to ensure a successful placement.

## 6.3 PROCEDURE FOLLOWING AN OFFER

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that the commissioner no longer wants the place, and the offer will be withdrawn.

#### 6.4 INDUCTION DAYS

Students may be inducted individually or as part of a small group depending on whether the students are due to start at the same time or if it is a mid-year referral. The induction day and activities will help with conducting baseline assessments and ascertaining a student's current attainment level.

As part of the induction, students and their parents/carers are informed of the school's health and safety procedures, including where to find appropriate policies and supporting resources using the trust's website.

#### 6.5 INDUCTION PERIOD

Students will be supported through a four-week induction period. At the end of this induction period, an approval review meeting will be held between The Lilya Lighthouse Education Trust, the commissioning school or Local Authority, the student, and the parent/carer. This meeting will consider the student's engagement in school, academic progress, personal development, behaviour and attendance. Should a student's attendance fall below 80% during this probationary period, this may result in their placement being withdrawn. Where a referral is made mid-term, the four-week probationary period will commence from the assigned starting date.

### 7. CRITERIA TO BE APPLIED IN RESPECT OF OTHER STUDENTS WHEN OVERSUBSCRIBED.

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)

2. Students who live closest to the school in a straight line. Distance will be measured from the front door of a student's home to the front gate/door of the school. If students live exactly the same distance away from the school, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of the school.

Where a place cannot be offered, we will place any young people refused admission on a waiting list. The Lilya Lighthouse Education Trust will maintain this list until the end of the school year, and it will be open to any commissioner to ask for a young person-s name to be placed on the waiting list.

#### 8. APPEALS AGAINST ANY REFUSAL TO ACCEPT A REFERRAL

The commissioner should write to Mica Coleman Jones ([mcolemanjones@lilyalighthouse.co.uk](mailto:mcolemanjones@lilyalighthouse.co.uk)) outlining reasons supporting the referral and any supporting documentation. Cases will then be heard by at least 3 persons unconnected to the school within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

#### 9. COMPLAINTS

Any objections to this policy or its application should be raised with the school through its normal complaints process which can be found on our website.

If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk).

#### 10. EQUAL OPPORTUNITIES

The academy is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

#### 11. REVIEW

This policy will be reviewed annually and any amended policy for the following September will be published on the school's website before the end of the preceding September (i.e. the policy for 2026 referrals will be published in September 2025). The policy will remain on the website throughout the school year.

## ANNEXES

### ANNEXE A – REFERRAL FORM

See next page.

ANNEX A: STUDENT REFERRAL FORM

The Lilya Lighthouse Education Trust – Referral Form for Alternative Provision

**Please note:**

**This form must be sent in an encrypted email stating OFFICIAL-SENSITIVE in the subject field.**

**If you do not send evidence of parental consent, your referral will not be considered. All parental and other electronic signatures will be taken as full permission to progress this referral.**

**All required information and supporting documents must be included in this form or it will be returned to referrer to complete prior to any request being considered further.**

To complete this referral, you will need:

- Evidence of parent/carer consent
- The voice of the child and parent/carer
- Supporting documentation on assessments and/or interventions and their impact
- Current risk assessment(s)
- A named designated Professional Lead and their contact details. This person will be responsible for the referral and monitoring progress throughout their placement.

**If you have any queries or questions about this referral form, please contact [mcolemanjones@lilyalighthouse.co.uk](mailto:mcolemanjones@lilyalighthouse.co.uk).**

## SECTION 1: COMMISSIONER'S DETAILS

School name / Local Authority	
School locality (if applicable)	
Name of Designated Person for referral	
Designated Person's email address	
Designated Person's phone number	
School's main email address (if applicable)	
Date of referral	
Preferred start date for alternative provision	

## SECTION 2: REASON(S) FOR REFERRAL

Student requires a personalised learning plan in a smaller setting	<input type="checkbox"/>
Student requires support with social, emotional, and behavioural development	<input type="checkbox"/>
Student requires greater flexibility of curriculum, teaching methods, and learning environment	<input type="checkbox"/>
Student has become disengaged with mainstream education and needs help to re-engage with attending school	<input type="checkbox"/>
Other:	<input type="checkbox"/>

## SECTION 3: DOCUMENTS THAT WILL BE SUBMITTED WITH THIS REFERRAL

Alternative Provision Consent Form	<input type="checkbox"/>
Assessment/attainment records from the last 12-18 months	<input type="checkbox"/>
Current Education Health Care Plan (EHCP)	<input type="checkbox"/>
Risk assessment/safety plan	
Other supporting evidence (please describe below)	<input type="checkbox"/>

SECTION 4: TYPE OF REFERRAL

A full time [insert year group] placement with a view to a return to school for [insert year group].	<input type="checkbox"/>
A full time [insert year group] placement with a view to transition to a sustained post-16 destination.	<input type="checkbox"/>
A part time [insert year group] placement with a view to a return to school for [insert year group].	<input type="checkbox"/>
A part time [insert year group] placement through to the end of [insert year group].	<input type="checkbox"/>
For part time placements, please indicate the preferred days for alternative provision to be delivered below.	
Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>
Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>
Friday <input type="checkbox"/>	

SECTION 5: STUDENT DETAILS

Surname (capitals)		Forename(s)	
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Date of birth		UPN	
Pupil's sex at birth			
Pupil's pronouns (if different from sex at birth)			
Accessibility Requirements			

Does the student fall into a pupil premium category?		Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, tick the relevant PP categories below)	
Looked after child or previous looked after child <input type="checkbox"/>	Adopted child <input type="checkbox"/>	Service child <input type="checkbox"/>	
Eligible for free school meals <input type="checkbox"/>	Previous entitlement to free school meals <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>	

Does the student have a diagnosed SEND/medical need? (If yes, please give details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the student have any other education need? (If yes, please give details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the student have a current Education Health Care Plan (EHCP)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the student have an Individual Education Plan or similar in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the student have a risk assessment/safety plan in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the student have any examination access requirements in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you have answered to yes to any of the above, please attach a copy of the relevant document and any additional evidence.

## SECTION 6: EMERGENCY CONTACT DETAILS

Parent/Carer Name	
Home telephone number	
Mobile number	
Address (where currently living)	
Postcode	
Nationality	
Languages spoken	
Ethnicity	

## SECTION 6: ATTENDANCE PROFILE

	Year 7	Year 8	Year 9	Year 10	Year 11
Present attendance %					
Authorised absence %					
Unauthorised absence %					
Recorded lates					
Number of suspensions					

## SECTION 7: ACADEMIC PROFILE

Please provide an overview of the student's academic profile, including any information on subjects studied this year, baseline assessments including reading age, and qualifications already achieved.

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**SECTION 8: SCHOOLS VOICE ON STUDENT'S STRENGTHS AND PRESENTING NEEDS**

Please explain what the student's strengths are:

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Please explain what the student's aspirations are:

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Please explain what the student's areas of need are:

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**GENERAL DATA PROTECTION STATEMENT**

In accordance with the General Data Protection Regulation (2018) the personal information collected on this form will be stored and processed electronically to manage this referral and will be stored securely on the student's record. It will not ordinarily be disclosed to anyone outside the school without first asking permission, unless there is a statutory reason for doing so.