



OAKTREE
EDUCATION SERVICES
— O E S —

Admissions Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	25/04/2025

Contents

- 1. Introduction**
- 2. Admissions criteria**
- 3. Referrals process**
- 4. Visit and transition process**
- 5. Decision making**
- 6. Equality and fair access**
- 7. Policy review**

1. Introduction

This policy sets out the procedures and criteria for the admission of students to our Independent SEMH College. It ensures that all referrals are considered fairly, consistently, and in line with statutory guidance, including the SEND Code of Practice (2015), the Children and Families Act (2014), and Ofsted expectations for independent special schools.

Our college provides a supportive and nurturing learning environment for young people aged 16–25 with Social, Emotional and Mental Health (SEMH) needs, specific learning difficulties such as (ADHD, attachment disorder, anxiety, dyslexia) including those with trauma-related needs. The purpose of this policy is to clearly outline the admissions process, eligibility criteria, and decision-making procedures.

2. Admissions Criteria

Referrals for admission must be submitted by a local authority Special Educational Needs (SEN) case worker and must include the following:

- A current and finalised Education, Health and Care Plan (EHCP).
- A clearly identified primary area of need within the EHCP as SEMH including but not limited to conditions such as ADHD/ADD and anxiety disorders, SpLD or a trauma-related need.

Students with co-morbid diagnoses will be considered, provided the dominant area of need relates to the statement above.

We are not able to accept students whose primary need relates to Moderate Learning Difficulties (MLD), or those with Autism Spectrum Disorder (ASD) requiring high levels of personal care. This includes support with toileting, feeding, or full-time adult supervision for personal safety or regulation. We do not have the facilities or staffing model to meet such complex personal care needs.

3. Referrals Process

All referrals must be submitted by the student's local authority and should include:

- The student's full EHCP
- Relevant supporting documentation (e.g. most recent Annual Review, risk assessments, behaviour reports, therapeutic assessments)

Once received, the referral will be reviewed by our Admissions Panel, which includes senior leaders, SEND professionals, and safeguarding leads. The panel will consider:

- Whether the college can meet the needs as described in the EHCP
- The compatibility of the student's needs with the existing cohort
- The availability of a place within the relevant programme
- The safety and wellbeing of all students and staff

Where necessary, additional information may be requested. This could include observations at the current setting, conversations with professionals working with the young person, or further assessment by the college's team.

4. Visit and Transition Process

Where a referral meets our criteria and a provisional offer is being considered, we will:

- Invite the student and their family or carer to visit the college
- Facilitate a discussion between the student, family, and college team
- Once placement is agreed, we will begin a personalised transition period to ensure the level of, and type of support offered effectively caters for individual's needs.

This stage is designed to ensure that the student feels comfortable with the environment and that the placement is likely to succeed.

5. Decision Making

Following completion of the referral review and visit, a final decision will be communicated to the local authority in writing. If the decision is to offer a place, a formal offer will be issued along with a proposed start date and transition plan.

If a place is not offered, the local authority will be provided with a clear explanation. The college will continue to work collaboratively with the local authority to support the student's pathway to a more appropriate provision.

6. Equality and Fair Access

We are committed to ensuring that all decisions are made fairly and in line with our duties under the Equality Act 2010. No student will be discriminated against on the basis of race, gender, sexual orientation, religion, disability, or socio-economic background.

7. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**

Name, Signature, Date