



# ADMISSIONS POLICY

<b>Policy Number</b>	<b>0015</b>	<b>Completed by</b>	<b>Imogen M-C</b>	<b>Last Reviewed date</b>	<b>30/01/2026</b>
<b>Version Number</b>	<b>001</b>	<b>Signed off by</b>	<b>Ade Stenner</b>	<b>Next Review date</b>	<b>30/01/2027</b>

Skylark Plus is a private limited company created to deliver individualised vocational education programmes to young people who have additional needs. We have a Field Centre based at Southfield Meadow, Woodchester and also at. We use a number of community partners for vocational community inclusion.

Our person centred approach aims to deliver the skills and confidence needed to develop opportunities in the Land based sector. Our approach towards allocating places involves ascertaining an applicant's individual needs and aspirations to ensure we can provide the best educational and care service to meet requirements, while ensuring the applicant and others can be kept safe Skylark Plus are fully committed to Equality, Diversity and Inclusion of all students and staff.

Initial Enquiries and Referrals Initial enquiries and accepted from individuals as well as from Local Authorities, and enquiries are welcome all year round.

Young people normally have an advocate ,such as a social worker, and our provision should ideally be named as an option as part of the EHC process.

All referrals must be accompanied by the young person's EHCP, where available. Further information will be requested as required. Severnplus will make an initial decision as to whether our provision is suitable to meet the identified needs of the young person.

### **Placement Assessment**

The placement assessment will be used to determine if Severnplus believes it is able to meet the young person's needs, based on the information available. The placement assessment will also be used to determine the level of funding we believe is required to fully meet the individual's needs, based on presenting information. Funding levels may require review based on the presenting needs of the young person once they have taken up placement and/or as part of the initial review process

Confirmation of a placement is subject to the available high needs funding from the placing.

Local Authority and whether or not the funding is sufficient to then meet the identified needs of the individual based on that funding.

Applications from privately funded students are also welcome.

### **Placement**

A curriculum offer will be formulated for the successful applicant's placement outlining the pathway designed in conjunction with all parties, and identifying any additional targeted support arrangements that are required.

An offer letter and welcome pack will be sent out to the young person and their advocates. A review of the placement will take place within a term of the placement commencing.

Skylark Plus reserves the right not to offer a place where we believe that our provisions cannot meet the needs of any one individual based on current

information presented in the EHCP and/or as part of our assessment process and/or where we believe that the welfare, health and safety of the provision's students or staff could not be maintained.

### **Placement Review**

It may be necessary to call a placement review in circumstances where a provision determines that it can no longer meet the needs of a young person, if a young person ceases to engage with the service and is therefore no longer making progress or if the behaviours of a young person are having an adverse effect on the learning or welfare of others.

In the event where it is identified for specific reasons that a young person requires additional funding in order for the placement to continue, any agreed action plan will not be put in place until this funding has been agreed by the responsible Local Authority.

In reaching any decision regarding suspension, exclusion or even termination of a placement, we will follow our internal procedures for placement disruption and exclusions with full involvement of all parties.