Phoenix ND Education Ltd Admissions Policy

Policy written:	**May 2025**
Policy review date:	**May 2026**
Signed by Director:	

Version control:

Version number	Details of change	Date	Next Review	Approver	Signed
1.0	Full policy and procedure review	31/05/2025	May 2026	Eloise Barnett	

Introduction

At Phoenix ND Education Ltd, we are committed to supporting young people who are disengaged from or unable to attend, mainstream or special education or are at significant risk of exclusion. Many of our learners face complex barriers to learning—social, emotional, behavioural, or cognitive—and often struggle to access consistent educational opportunities through conventional routes.

Our provision is designed to serve those who are:

- Out of school or in unstable placements.
- At risk of becoming NEET (Not in Education, Employment or Training).
- In need of Alternative Provision as part of their EOTIS package, Education Health and Care Plan (EHCP) or undergoing assessment.

Our learners often experience a range of additional needs including:

- Specific Learning Difficulties (e.g. Dyslexia).
- Autism or ADHD/ADD.
- Moderate to Severe Learning Difficulties.
- Social, Emotional and Mental Health (SEMH) challenges.

We aim to provide a nurturing, structured, and person-centred learning environment rooted in the belief that **every young person has the potential to rise and thrive**—a belief central to our identity as *Phoenix*.

Our Vision for Learners

Phoenix ND Education Ltd champions inclusion, resilience, and empowerment. Our focus is to:

- Reconnect learners with education in a way that is meaningful and engaging.
- Provide bespoke educational pathways based on individual strengths and needs.
- Support reintegration into appropriate long-term educational or vocational placements where possible.
- Work collaboratively with families, schools, local authorities, and external professionals.

Our provision combines flexible learning environments—including therapeutic spaces, community hubs, and vocational settings—with a trauma-informed, restorative approach that places the learner's wellbeing at the heart of every plan.

Referral Process

Phoenix ND Education Ltd accepts referrals for learners aged 11 to 18 years (Years 7 to 13). Referrals are typically made by:

- Home Local Authorities (LAs),
- Mainstream or special schools,
- Parents or carers (with appropriate agreement),
- Health and social care professionals,
- External agencies and safeguarding services.

Placements can be:

- Dual placements (split with another setting),
- Part-time (as part of an agreed Alternative Provision package).

Referrals are accepted throughout the academic year, depending on availability and suitability.

Admissions Procedures

Upon receiving an initial enquiry:

1. Referral documentation is issued and must be completed by the referrer.
2. A pre-admission visit/meeting will be arranged, including the young person, their parent/carer, and representatives from Phoenix and the referring body.
3. Following the visit, further discussions and information-gathering with relevant professionals may be required.
4. If a placement is agreed:
    - A personalised transition plan and learning journey is developed.
    - All statutory and safeguarding paperwork is finalised prior to the start date.
5. If a placement is not offered:
    - Feedback and guidance will be provided to the referrer, including signposting to alternative options.

Reasons for Declining Admission

Phoenix ND Education Ltd reserves the right to decline a placement if:

- The learner’s needs cannot be appropriately met within our provision.
- An alternative, more suitable educational setting is identified.
- The setting is at full capacity.
- The learner’s inclusion would impact the safety or education of others.
- Funding and formal agreement are not in place, especially for out-of-area referrals.

- The referring body is not the young person's home LA and funding has not been secured.

Where placements are limited, priority will be given to Looked After Children (LAC) or those with safeguarding concerns.

Appeals and Complaints
If a placement is not offered and the decision is disputed, parents and carers may appeal in accordance with our Complaints Policy, which is available on our website or upon request.

Commitment to Inclusion and Equality
Phoenix ND Education Ltd welcomes and supports learners from all backgrounds. We do not discriminate on the basis of gender, race, religion, ability, or socio-economic status. We actively promote equality, diversity, and anti-discriminatory practice in every aspect of our work.

Review
The policy will be reviewed annually as a minimum, unless lessons learnt or new legislation, national or local guidance suggests the need for an earlier date of review.