



Admissions Policy

2025-26

Approved by:	Paula Tucker	Date: 15/9/25
Review by:	31/9/26	

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1. Aims

This policy aims to:

- 1.1 Explain how to apply for a place at the school
- 1.2 Set out the school's arrangements for allocating places to the pupils who apply
- 1.3 Explain how to appeal against a decision not to offer your child a place

2. Admissions Overview

Our school values are **Employable, Sociable, Ready**. Our values are embedded into our whole school approach, and this begins at the admissions meeting, the very beginning of a student's ReFocus journey. These values are foundations to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle. This ethos is explained at the admissions meeting and both parents and students sign to say they will adhere and work towards these values.

- 2.1 ReFocus School will consider referrals from a variety of sources and will not be exclusive to any one source.
- 2.2 There are no formal entry requirements to access our programmes, and every referral is considered on an individual basis.
- 2.3 ReFocus School will consider each referral on a case-by-case basis. A placement will be offered if it is believed we can meet the student's needs.
- 2.4 ReFocus School reserves the right to accept a student on a probationary basis to ensure it is the right setting for the student. (Any probationary admission will be supportive, time-limited, and reviewed with parents and the referring agency to ensure fairness and transparency)
- 2.5 The student's welfare will take priority when considering if we can successfully meet the students' needs. ReFocus School will use careful consideration and professional judgement when making this decision.

2.6 This Admission policy complies with the:

- Equality Act 2010,
- Independent School Standards (2014),
- SEND Code of Practice (2015), and
- Keeping Children Safe in Education (2025).

Admissions decisions will not discriminate on the basis of protected characteristics, and reasonable adjustments will be made for pupils with SEND or EHCPs.

3. ReFocus Definitions

3.1 Currently not in full-time education / at risk of permanent exclusion

- All students aged 14 – 16 that are currently not in formal education, are at risk of being permanently excluded or cannot meet their potential in their current setting can be referred either by their current place of education or the Local Authority Education/Inclusion team.

3.2 Off-Site Direction

- ReFocus will consider taking students from other Alternative Provisions on an 'off-site direction' basis.

3.3 Bespoke Package

- To meet a student's needs, ReFocus School may offer a bespoke package. This would be discussed and agreed before a start date. This for example could include: A short-term temporary placement. 6th day provision if suitable alternative placement is still being sought. The admissions process remains the same as full time applicants.
- If, after the admission of a student who is not on a bespoke package, it is agreed a bespoke package is required we will contact the referring agency, and a meeting will be held to discuss further.

3.3 Probation

- ReFocus School reserves the right to accept a student on a probationary basis to ensure it is the right setting for the student.

4. How to apply

4.1 The same admissions process will be required for every student and our admissions contract will need to be signed by all parties.

4.2 The following documentation is required to be discussed at our two weekly admissions panel:

- Referral form [See appendix 2]
- Risk Assessment
- Copies of any relevant documentation including SEND and EHC Plan
- Details of any outside agency working with the pupil or family
- Attendance data
- Attainment data – Including latest school report.
- Any other important documentation relevant to the student

4.3 Once this documentation is received it is discussed at panel. If it is felt, we can meet the students' needs we will contact the parent and referring agency to arrange a meeting.

4.4 At the meeting we will:

- Tour the school site
- Explain our expectations and procedures
- Discuss and sign the Admissions contract
- Explain and sign the Consent forms
- Completed if required an Administration of medication form
- Sign our Acceptable use of IT equipment form

- Explained and agree School values
- Agree a Start date
- Make referral to the admissions panel for final acceptance
- Allocate a keyworker

4.5 Off-Site Direction admissions will be taken on a half-term package and a review will be held 10 days before the end date to discuss if the managed move was successful and the next steps. ReFocus will endeavour to make the move successful, communication will be required as a minimum on a weekly basis, daily if required. Any serious breaches of our expectations could lead to an early termination of placement. In the event of an early termination, we will communicate with all parties and the student will return to 'home provision' the next school day following any exclusion that may occur.

4.6 Where a student is being referred onto a block placement contract, we still expect to receive the documentation listed above prior to admission.

5. Refusing or terminating Admission

5.1 Admissions decisions will always take into account safeguarding considerations, student welfare, and whether the school can reasonably meet the needs of the pupil in line with statutory guidance.

5.2 We may therefore refuse admission for example:

- ReFocus School will not offer a placement to a student if any staff members are subjected to any kind of unacceptable behaviour such as but not limited to, threats, verbal / physical abuse or harassment from the student or student's family prior to admission.
- ReFocus School will reserve the right to terminate a student's placement that is in admission process if any staff member is subjected to continued unacceptable behaviour such as but not limited to, threats, verbal / physical abuse or harassment by the student or their immediate family members.

6. Appeals

6.1 In the event of a student being refused a placement, appeals must be made to the Executive Head Teacher in writing within 5 working days of the placement being declined.

A reply will be given within 7 working days of receipt of an appeal.

Executive Head Teacher
6 Knox Rd, Wellingborough, Northants NN8 1HW
Email: enquiries@refocus.school

7. Monitoring arrangements

7.1 The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

7.2 This policy will be reviewed and approved by the executive Headteacher and the governing board to ensure transparency and compliance with statutory duties

APPENDIX A

Payment and Invoicing

- i) Payment is broken down into packages and then broken down by pro-rata depending on the start date and the term a student is joining.
 - ReFocus Package - The fee remains the same for any student joining on a full-time basis between September and December (until term end in July) Dual registration. Price on application
 - Reset Package – short-term intervention, half-termly – Price on application
- ii) Once the placement has been agreed, ReFocus School will raise an invoice and send it via email (prior to the student starting) to the referring agent for full prompt payment. Payment must be made no later than 30 days.
- iii) If the 30-day invoice deadline is missed a 10% late payment fee will be incurred plus a one-off administration fee of £50.
- iv) If there is any problem with payment for the student ReFocus School should be made aware as soon as possible to ensure a resolution can be found.
- v) ReFocus School do not offer termly invoice options, full payment is required when a student is initially accepted.
- vi) If repeated reminders for payment are still unsuccessful and payment for the student still isn't received, then regrettably ReFocus School may terminate the placement.

APPENDIX B

ReFocus- Student Referral and Risk Assessment Pack

- i) An online student referral pack must be completed ahead of an admission to ReFocus
- ii) The online student referral pack can be found on the ReFocus Website