



# Admissions Policy

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Reviewed By	Date	Signature
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Danielle Chell	10/01/2025	D Chell
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## Admissions Policy

Alpha Learning offers part time placements to students within a commutable distance of its school in Burslem, Stoke on Trent. We accept students in KS3 and KS4 that have been excluded from their school, at risk of exclusion, lower tier SEN needs or have Social, Emotional and Mental Health needs.

We accept admissions by referral only. A referral is usually made by either Stoke on Trent or Staffordshire Local Authority or directly by schools.

When we are approached to take a student we will normally be supplied with a referral form or provide a template document to be filled in. We also will request any EHCP, medical information, risk assessments or any other relevant information their previous education provider may have. The Management Team review the referral form and combined with conversations with relevant people and other collected paperwork we determine if we feel we can meet the students needs. If we feel we can meet need confirmation will then be sought from the relevant person to fund the place, this could be the on-roll school, local authority or care provider. Once the paperwork is in place and a firm offer of place has been made we will then invite the student and parent/carer to come and visit the school. If they wish to continue with their enrolment at Alpha we will then complete the admissions paperwork and provide them with their admissions pack.

The admissions pack contains all the information the student needs to be successful while attending Alpha. It includes basic information regarding term dates, a typical day, what to wear, lunch arrangements, attendance, key contacts etc. But importantly it also contains the behaviour contract, this sets out the key expectations that you can expect to be met by us, and what we expect both the student and parent/carer to meet.