

**Admissions Policy**

**DEFINITIONS**

* Brooke Taylor Education Consultancy Ltd (BTEC) will be referred to as ‘the Company’ throughout the policy
* The term ‘staff’ is used to cover all employees, contractors and volunteers
* The term ‘student’ is used to cover any learner placed with the Company
* The term ‘Commissioners’ refers to any local authority, school, parent or body that commissions the services of the Company to work with a student or students.

1. **INTRODUCTION**

The Company specialises in the re-engagement of any student who is out of education for any of the following reasons:

* The student has been permanently excluded from a mainstream or SEN setting and is awaiting to be transferred to a new institution
* The student has been given a fixed term exclusion at his current setting
* The student is advised to be off-site from their current placement to improve their behaviour (in compliance with section 29 of the Education Act 2002 and The Education (Educational Provision for Improvement Behaviour) (Amendment) Regulations 2012)
* The student refuses to attend their current education setting
* The student is temporarily unable to engage with any kind of formal education
* The student, for any other reason, is not in education, employment or training (N.E.E.T.).

The services provided by the Company can be summarised as follows:

* Provision of part-time education or enrichment programmes for students considered “at risk” of fully disengaging from formal education/training
* 12 week (one academic term) person-centred interventions, wherever the student is located or able to engage
* Interim education provision for students either in need of improving their behaviour or awaiting a suitable full-time education placement.

It is advised that this policy is read in conjunction with the Company’s **Terms of Business** and **Student Referral Form**, both of which are available upon request.

**2. ADMISSION CRITERIA**

The Company accepts all students aged 4 to 25 and will continue to work with a student, whatever their attitude or behaviour, unless it becomes apparent during our involvement, that they would benefit from another or a different form of specialisation. The Company will always refer this back to the Commissioner and will support the student in their transition to their new Alternative Education Provider if requested.

The Company operates nationally with a team of Education Specialists (ESs) across the country. All students referred to the Company must remain on role with the Commissioner, with whom the Company works closely to ensure the best provision possible for the students.

The Company does not meet the Department for Education benchmark to register as an Independent school (please refer to the report on Alternative Provision published by OfSTED in February 2016).

The Company’s services are specially developed to effectively support the re-engagement of any student and their successful re-integration into mainstream/SEN education or training, hence the importance of all students staying on role with their Commissioner.

The Company is on the Approved List of Alternative Education Providers for a significant number of Local Authorities throughout the UK. We have consequently been commissioned by many different services/schools with access to these Approved Lists. All our Commissioners are externally inspected by OfSTED in their use of Commissioned Alternative Education Provision.

**3. PROCEDURE**

When approached by a Commissioner, the Company requires a full educational and social background of the student being referred. The Company’s Student Referral Form is used to gather the information the Company requires to ascertain the suitability of its services in meeting the needs of the referred student.

In the majority of cases, the Company will conduct an Engagement and Education Assessment (EEA) which forms the basis of its recommendations to the Commissioner. The EEA is a comprehensive assessment of the student’s strengths and difficulties and outlines the outcomes the Company believes the student can achieve with its intervention. The Company also submits the timescale in which they intend to accomplish the results. This will normally be between six and twelve weeks. The Company also carries out shorter or longer-term work when required or appropriate.

The EEA incorporates the views of the student, the Commissioner, social services (where applicable), parents/carers and others involved with the student’s welfare (where applicable). This assessment forms an academic and personal development benchmark for the work the Company offers to undertake. The Company works closely with families to ensure that they understand its role as an independent organisation, dedicated to the welfare of their child.

Once the Commissioner has agreed to commission the services of the Company, an ES will be appointed to work one-to-one with the student, together with any other additional staff that have been agreed are required to meet the students’ needs, or for their safety. The Company ensures each student is matched to an ES who will be able to effectively support them to achieve the outcomes agreed for the provision. During their first visit to the student, the ES will discuss - in an age appropriate way - the student’s rights, the Company’s Non-Discrimination Policy and what to do should they have any concerns. They are given a straightforward written guide to keep and refer to containing information on the following matters:

* The Company and the role of the Education Specialist
* Safeguarding
* Equal opportunities
* Bullying and harassment
* Using the internet and mobile devices
* Complaints, Comments & Compliments
* Student’s voice

The ES will develop a Personal Learning Plan (PLP) during the first week of their assignment. The student’s personal targets will be developed and agreed in line with the outcomes outlined for the provision. PLPs are regularly reviewed every half term.

Referral agencies / officers will be notified of receipt of referral , start date and attendance data (session reports) and when a pupil completes their programme / progresses to a new educational establishment



Kelly Brooke - Director

Reviewed: March 2025

Next Review: March 2026

Restart is a programme delivered by Brooke Taylor Education Consultancy Ltd

A close up of a business card

Description automatically generated

[info@btedconsultancy.uk](mailto:info@btedconsultancy.uk)