Admissions Policy

Valid From	Review Date	Approved by
01.11.2026	01.11.2027	Matt Ford & Shahed Koyes

Active Support Education Centre is a registered independent school supporting learners aged between 11 and 16 years old in Luton and Bedfordshire. We are committed to making it our mission to promote resilience and positive wellbeing for all our pupils and staff. We understand Wellbeing as state of being comfortable, healthy and happy. We will drive the message forward, to ensure that mental health is 'everyone's business' across the whole school community.

We will strive to create an environment that has a whole school approach, in providing excellent mental health support, understanding and intervention. We will put Wellbeing at the heart of our school to ensure successful learning and commit to our policies reflecting this.

1. Aims

1.1 To provide a safe alternative education provision for learners who cannot attend mainstream schools in Luton, to provide a safe, learning environment in which to build self- confidence, provide learning support and promote returning to mainstream education in the form of alternative subjects in Sport, Catering, Construction and Beauty qualifications, to support academic learning in English, Maths and Science.

1.2 To provide a Therapeutic Inclusion Unit for learners unable to return to mainstream education because of mental health, learning difficulties or illness.

2. Objectives

To provide clear guidelines on how admissions to our school register are made, by whom and the process involved.

3. Admissions Criteria with effect from September 2026

3.1 The following arrangements with respect to admissions from September 2024 onwards will apply to all enquiries. As an independent school, Active Support Education Centre have a maximum admission number of 100 learners on roll at any one time, of which no more than 10 will be of Primary school age (year 6 only from Summer term, part-time, and as part of their transition to Secondary school plan), and the rest of Secondary school age (11-16 years).

3.2 Active Support Education Centre is registered to take learners with social, emotional and mental health needs, and those with Education and Health Care Plans.

3.3 We are able to support learners from the age of 11 – 16 years, who have been through an appropriate referral procedure. Places are open to learners, who may have been excluded from school, school refusers, learners new to the area who are awaiting school places, and learners who are awaiting the outcome of a managed move between schools.

3.4 All referrals come from the Local Authority or Partnership Schools, as we do not take direct referrals from parents or carers. This ensures the safety of our cohort by ensuring that risk assessments are accurate for each learner and a support plan is in place to meet individual needs.

3.5 All placements are offered on a trial basis which last a minimum of 13 weeks. This allows us to assess whether we can meet the learner's needs. If progress is not being made by learners during this trial period (or induction), then the placement can be ended at school or parent/carer request.

4. Application Process

4.1 Applications are made through local authority, schools and other provisions, by contacting the Headteachers or completing an online referral form at www.activesupporteducation.co.uk.

4.2 Applicants will be invited to attend an initial referral meeting with parents and referring agency.

4.3 Applications are treated without prejudice, but in deciding the scope and depth of an offer of a place to a learner, the Directors will also consider the needs of current learners, and the effect on group dynamics of any new placement. This may have a bearing on the number of days offered.

4.4 All applications will be required to provide address and contact details, parent/guardian details and any other information which would be considered relevant. They will be required to agree to the rules of the centre such as the behaviour code and the learner agreement form. Finally, the referring agency will agree to regular review meetings with parent/carers to monitor progress.

4.5 If the placement is not working for the learner and progress is unlikely to be made, the review meetings will highlight this to referring agency, parents or carers and the learner, and the placement can be terminated by the school or at the parent or carer's request.

5. Requests to come on to Active Support school roll

5.1 Requests can be made by parent/carers of learners with an EHCP for their child to come on to the school roll here, and have us named on their plan.

5.2 The Local Authority (Luton SENAT team or Central Bedfordshire/Bedford SEND team) must be consulted first and if we are approached, we will consider whether we can meet the needs of the child on a long-term basis, and provide a space accordingly. The local authority must agree the place before the child can start with us.

6. Monitoring, Review and Evaluation

6.1 The Co-Headteachers will be responsible for the successful implementation of this policy and ensure our admissions policy keeps personal data safe and follows relevant GDPR and LBC guidelines. This will be done through consultations with the HR managers and lead staff.

6.2 This policy will be reviewed annually by the Headteachers and Governors.