



Admissions Policy

2025/2026

Policy issue and updates

Pages	Issue number	Date
New policy	1	December 2025

The following policy has been approved by the CEO, COO, and Governing Board of Directors.

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

Approved by CEO: December 2025

Board signatory: 

Planned Review: August 2026

1. Admissions policy overview

- 1.1 Progress Community is an online school providing full-time education for students aged 11–16, primarily those who have barriers to accessing physical educational establishments. Students are referred from a range of sources, including local authorities, schools and other commissioning bodies. There are no formal academic entry requirements, but every referral is considered on an individual basis to ensure we can meet the student’s educational and safeguarding needs in an online environment.
- 1.2 We will consider each referral on a case-by-case basis. A placement will only be offered where we are satisfied that:
- The student’s needs can be met through online education.
 - It is safe and appropriate for the student to access learning remotely from their home or other agreed setting.
 - The commissioning body and parent/carer can support the arrangements required for safe and effective online learning (for example, appropriate supervision and access to suitable technology).
- 1.3 This policy should be read alongside the school’s Safeguarding and Child Protection Policy, Online Safety Policy, Behaviour Policy and SEND Policy, which set out how we promote welfare and manage risk in an online context.

2. Admissions for students aged 11-16

- 2.1 Students aged 11–16 who are not currently in formal education, are at risk of permanent exclusion, or are unable to meet their potential in their current setting must be referred by:
- Their current school or education provider, or
 - The local authority or Education Inclusion team, or
 - Another commissioning body with statutory responsibility for the student’s education.
 - Their parent/carer (if electively home educated)
- 2.2 Parents/carers and students are welcome to attend an online information session and virtual tour of the school by appointment. However, formal admission will not be considered until the following documentation has been received from the referrer:
- A completed referral form and risk assessment, including relevant safeguarding information.

- Prior educational background (including previous schools, key stage information and curriculum studied).
- Copies of any relevant documentation, including SEND reports and Education, Health and Care Plan (EHCP), where applicable.
- Prior attendance and attainment data, including any exam entries and assessment information.
- Any other important documentation relevant to the student's welfare, behaviour, medical needs or support needs.
- Confirmation that the student has, or will have, access to appropriate technology and an internet connection in a safe learning environment, or that the commissioning body will support with this where needed.

2.3 Once all required documentation has been received, the school will review the referral. A decision will normally be made and communicated to the referrer and parent/carer within 5 working days. Where a placement is offered:

- A start date and initial timetable will be agreed.
- Parents/carers and the student will be invited to an online induction meeting, which will include an orientation to the virtual learning environment, behaviour expectations, safeguarding arrangements and attendance procedures.
- Consent forms and a parent information pack will be provided electronically.
- Relevant details will be shared with the referring agency, in line with data protection requirements.

2.4 We will review each application carefully. Due to the nature of some referrals, the student's welfare and safety will take priority when considering whether we can successfully meet the student's needs in an online setting. In particular, we will consider:

- Whether online learning is a safe and suitable mode of education for the student.
- Any risks that cannot be managed safely in a remote environment.
- The level of support available in the home or other learning environment.

2.5 Short-term and temporary placements may be available where commissioned, for example as an interim arrangement or "sixth day" provision while a longer-term placement is being sought. The admissions process, including documentation and safeguarding checks, is the same as for full-time applicants.

2.6 Where a student is being referred on a block placement contract or as part of a cohort, the school still expects to receive the required documentation listed above for each individual student prior to admission, so that needs, risks and support can be assessed on a personal level.

3. Appeals

- 3.1 If a student is refused a placement, the commissioning body and/or parent/carer may appeal the decision. Appeals should be made in writing to the Head of School within 5 working days of the placement being declined, setting out the reasons for the appeal and any additional information that may be relevant.
- 3.2 The Headteacher will review the appeal, taking into account any new information, and will provide a written response within 10 working days. The decision following the appeal review will be final for the purposes of this admissions policy, without affecting any statutory rights of the local authority or other bodies.