



RECONNECT
— LEARNING —
PATHWAYS BACK TO EDUCATION

Reconnect Learning

Admissions and Referrals Policy

Version 1.0 | Policy Owner: Ellen Kerr, Managing Director & Designated Safeguarding Lead (DSL) | Effective Date:
September 2026 | Review Date: September 2027

Policy Statement

Our Commitment

Reconnect Learning is committed to providing safe, inclusive and appropriate educational provision for children and young people who require additional support, alternative provision, outreach intervention, home tuition or personalised learning programmes.

We aim to ensure that all admissions and referrals are managed **fairly, consistently, transparently** and in the best interests of the learner.

Our Approach

Decisions regarding placement are based on an assessment of need, risk, suitability and the organisation's ability to meet those needs safely and effectively.

Reconnect Learning is committed to promoting equality of opportunity and will not unlawfully discriminate on the grounds of age, disability, race, religion or belief, sex, gender reassignment, pregnancy or maternity, marriage or civil partnership, or sexual orientation.

Purpose of This Policy

This policy exists to create a clear, fair and safeguarding-centred framework for all admissions and referral decisions across Reconnect Learning.



Clear Process

Establish a clear admissions and referral process for all stakeholders.



Safe Placements

Ensure placements are suitable and safe for every learner.



Positive Outcomes

Support positive learner outcomes through appropriate provision.



Fair Access

Promote fair and equitable access to provision for all learners.



Partnership Working

Support effective partnership working with schools, local authorities, parents and carers.



Statutory Compliance

Ensure compliance with statutory guidance and safeguarding requirements.



Scope of This Policy

This policy applies to all stakeholders who engage with Reconnect Learning's services and all provision types we deliver.

Who This Policy Applies To

Referring Organisations & Stakeholders

Schools

Local Authorities

Parents & Carers

Social Care

Virtual Schools

AP Commissioners

**Youth Offending
Services**

Early Help Services

Health Professionals

**Reconnect Staff &
Tutors**

Services Covered

- Alternative Provision
- Home Tuition
- Online Learning
- Reintegration Programmes
- EBSNA Support
- SEND Support
- Functional Skills Provision
- GCSE Support
- Outreach Programmes
- Mentoring and Wellbeing Support

Legal Framework

This policy has regard to the following legislation and statutory guidance, ensuring full compliance across all areas of operation.

Statutory Guidance

	Keeping Children Safe in Education (KCSIE) 2026 Statutory guidance on safeguarding and child protection responsibilities in educational settings.
	Working Together to Safeguard Children 2026 Statutory guidance on multi-agency working to safeguard and promote the welfare of children.
	SEND Code of Practice: 0 to 25 Years (2015) Statutory guidance on supporting learners with special educational needs and disabilities.
	Alternative Provision Statutory Guidance (current version) Statutory guidance governing the commissioning and delivery of alternative provision.

Primary Legislation

	Children Act 1989 Foundational legislation governing the welfare and protection of children.
	Children Act 2004 Strengthens multi-agency duties to safeguard and promote children's welfare.
	Education Act 1996 Statutory framework for educational provision and duties.
	Equality Act 2010 Protects learners from discrimination across all protected characteristics.
	Data Protection Act 2018 Governs the lawful handling and storage of personal data.
	UK GDPR Establishes the framework for data protection and individual rights.

This policy should be read alongside Reconnect Learning's Safeguarding and Child Protection Policy, which is the organisation's overarching safeguarding policy.

Referral Sources

Reconnect Learning accepts referrals from a wide range of organisations and individuals to ensure learners can access support through multiple pathways.

Who Can Refer

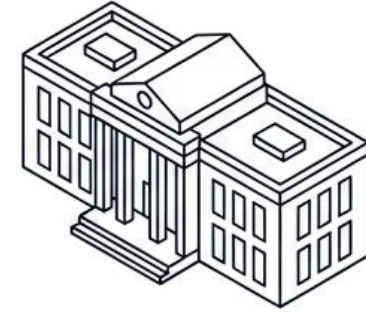
Schools

Mainstream, Academies,
Special, Independent, PRUs



Local Authorities

SEND, Inclusion, AP, Attendance,
Attendance, Virtual Schools



Parents and Carers

Private referrals where appropriate



Other Agencies

Social Care, CAMHS, Youth Justice, Early Help, Health



Learners We Support

Reconnect Learning provides tailored provision for a wide range of learners with diverse and complex needs.

→ **Exclusion & Attendance**

Learners at risk of exclusion, permanently excluded, or experiencing significant attendance difficulties.

→ **Anxiety & EBSNA**

Young people unable to attend school due to anxiety or Emotionally Based School Non-Attendance.

→ **SEND & SEMH**

Learners with special educational needs, disabilities, or social, emotional and mental health needs.

→ **Transition & Reintegration**

Those awaiting specialist placements, on part-time timetables, or requiring reintegration support.

→ **Academic & Intervention Support**

Learners requiring short-term intervention programmes or additional academic support.

Admissions Principles

Fair Treatment

All referrals are treated fairly and considered individually on their own merits.

Safeguarding First

Safeguarding is always prioritised in every placement decision made.

Equality & Inclusion

We promote equality and inclusion, never basing decisions solely on diagnosis or background.

Evidence-Based

Decisions are made based on evidence, need and collaborative working with referring agencies.

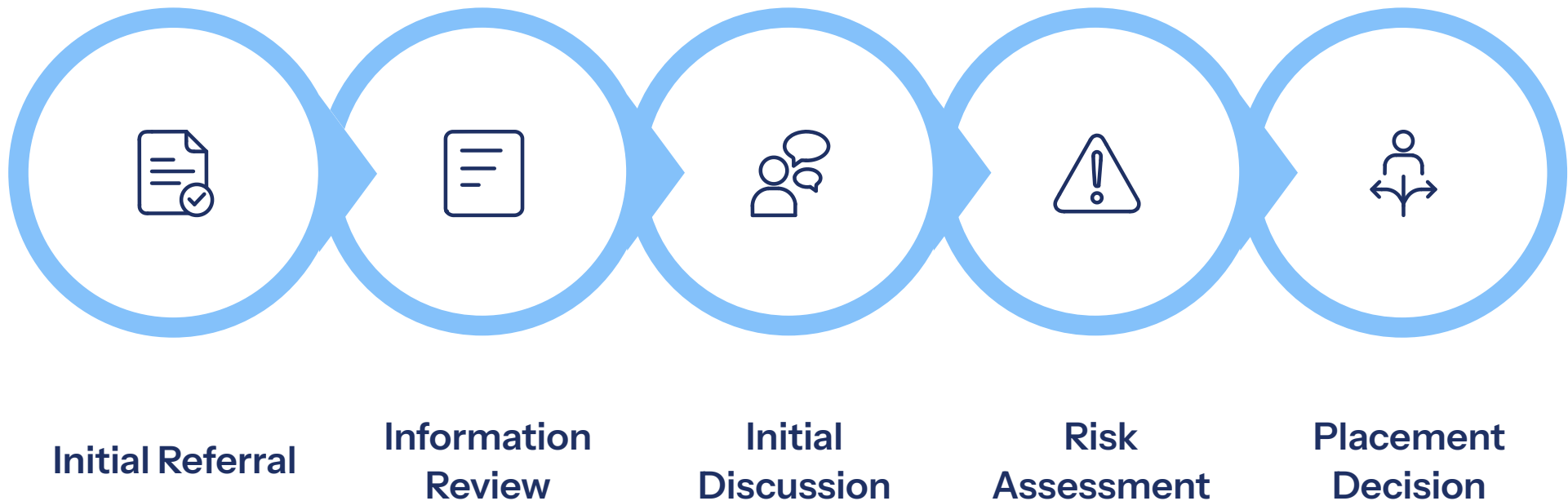
 Placement decisions will **never** be based solely on diagnosis, disability or background.



The Referral Process

All referrals follow a structured six-stage process to ensure thorough assessment, appropriate risk management and the best possible outcomes for each learner.

- ① Reconnect Learning aims to acknowledge referrals within 2 working days and provide an initial placement decision within 10 working days, subject to receipt of all required information.



Each stage is designed to gather the right information, involve the right people, and ensure every placement decision is safe, appropriate and well-planned.

Stage 1 – Initial Referral

What Referrers Must Provide

The referring organisation or parent/carer should submit the following information to initiate the referral process:

- Completed referral form
- Learner details
- Reason for referral
- Attendance information
- Academic information
- Safeguarding information
- SEND information
- Relevant assessments and reports

Stages 2 & 3 – Review and Discussion

Stage 2 – Information Review

Reconnect Learning will review all submitted information including:

- Referral information and attendance records
- Behaviour information
- SEND documentation and EHCPs (where applicable)
- Risk assessments
- Safeguarding records
- Professional reports

 Additional information may be requested where necessary.

Stage 3 – Initial Discussion

Where appropriate, meetings may be held with relevant parties to identify needs and plan support:

- Learner
- Parent/carer
- School
- Local Authority
- Other professionals

The purpose is to identify learner needs, desired outcomes, risks and support requirements.

Stage 4 – Risk Assessment

Prior to admission, Reconnect Learning may complete a range of risk assessments to ensure the safety of the learner, staff and wider community.



Learner Risk Assessment



Safeguarding Risk Assessment



Lone Working Risk Assessment



Home Tuition Risk Assessment



Medical Risk Assessment



Admissions may be delayed until sufficient information is available to complete all required risk assessments.

Stages 5 & 6 – Decision and Planning

Stage 5 – Placement Decision

A decision will be made based upon:

- Suitability of provision
- Safeguarding considerations
- Available staffing
- Risk assessment outcomes
- Learner needs
- Capacity within the organisation

Stage 6 – Placement Planning

Where a placement is agreed, the following will be established:

- Learning objectives identified
- Timetables agreed
- Risk management plans established
- Communication arrangements agreed
- Review dates scheduled

Admissions Criteria & Refusal of Admissions

Admissions Will Be Considered Where:

The learner's needs
can be met safely

Appropriate staffing is
available

Risks can be managed
effectively

Suitable resources are
available

Safeguarding
arrangements can be
maintained

Referrals May Be Declined Where:

Risks cannot be
managed safely

Information provided
is insufficient

Required resources
are unavailable

Placement is unlikely
to meet the learner's
needs

Safeguarding
concerns cannot be
appropriately
managed

Admission would
place learners or staff
at unacceptable risk

- ☐ Reasons for refusal will always be communicated appropriately.

Safeguarding Considerations

Safeguarding is central to all admissions decisions. Prior to admission, Reconnect Learning will seek relevant information regarding the following areas of concern.

Child Protection

Child protection concerns, Child in Need plans and Child Protection Plans.

Early Help & Missing Education

Early Help involvement and missing education concerns.

Exploitation Risks

Criminal exploitation, County Lines involvement and online safety concerns.

Behavioural & Historical Risks

Behavioural risks and known allegations or incidents.



Incomplete safeguarding information may delay admission until all necessary details are obtained.

SEND and Inclusion

Our Commitment to Inclusive Practice

Reconnect Learning is committed to inclusive practice. We recognise that every learner has unique needs and we work to ensure our provision is accessible and appropriate for all.

Reasonable adjustments will be made wherever practicable to support full participation.

Admissions Decisions Will Consider:

- EHCP outcomes
- SEND support requirements
- Reasonable adjustments
- Accessibility needs
- Communication requirements
- Medical needs

Learner Induction

Upon admission, all learners will receive a tailored induction to help them settle in, understand expectations and feel safe and supported from day one.

01

Introduction to Staff

Learners are introduced to key members of staff who will support them.

03

Safeguarding & Online Safety

Learners receive age-appropriate safeguarding and online safety information.

02

Overview of Expectations

Behaviour expectations and attendance arrangements are clearly explained.

04

Wellbeing Support

Information about available wellbeing support is shared with the learner.



Induction will be tailored to individual needs to ensure every learner feels welcomed and prepared.

Placement Reviews

Who Is Involved

Learner progress will be reviewed regularly. Reviews may involve:

- Learners
- Parents/carers
- Schools
- Local Authorities
- Other professionals

What Reviews Consider

Attendance

Engagement

Progress

Behaviour

Wellbeing

Next Steps

Information Sharing and Confidentiality



Need-to-Know Basis

Information is shared only with those who require it to support the learner effectively.



GDPR Compliance

All information is managed in accordance with the Data Protection Act 2018 and UK GDPR.



Secure Storage

All data is stored securely and used only for legitimate educational and safeguarding purposes.



Referral documentation, admissions records, learner assessments, safeguarding information, placement decisions, risk assessments, review records and associated documentation will be retained in accordance with Reconnect Learning's Records Retention Schedule, the Data Protection Act 2018 and UK GDPR.



Safeguarding information will always take precedence where a child is at risk of harm, overriding standard confidentiality arrangements.

Complaints and Appeals

Raising a Concern

If a referrer or parent/carer is dissatisfied with an admissions decision, they may take the following steps:

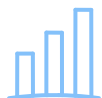
1. Request clarification of the decision and the reasons behind it.
2. Submit concerns in writing to Reconnect Learning.
3. Follow the Reconnect Learning Complaints Policy for formal resolution.



Admissions decisions made on safeguarding or risk management grounds may not be subject to appeal where safety would be compromised.

Monitoring and Review

The Managing Director will monitor admissions activity on an ongoing basis to support continuous improvement and ensure the policy remains effective and compliant.



Admissions Decisions

All admissions decisions are monitored to ensure consistency and fairness.



Placement Outcomes

Outcomes are reviewed to assess the effectiveness of provision and support.



Referral Trends

Referral patterns are tracked to identify emerging needs and capacity requirements.



Equality & Inclusion Data

Equality data is reviewed to ensure fair access and identify any disparities.



This policy will be reviewed annually and without unnecessary delay following changes to legislation, statutory guidance, safeguarding practice, admissions processes, organisational arrangements or learning identified through audits, inspections, complaints, monitoring or service reviews.

Related Policies

This policy should be read alongside the following Reconnect Learning policies to ensure a comprehensive understanding of our approach to learner safety, inclusion and support.

- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Health and Safety Policy
- Lone Working Policy
- SEND Policy
- Relationships and Behaviour Policy
- Low-Level Concerns Policy
- Managing Allegations Against Staff Policy
- Equality, Diversity and Inclusion Policy
- Complaints Policy
- Data Protection Policy
- Online Safety Policy
- Supporting Learners with Medical Conditions Policy
- Attendance Policy
- Quality Assurance Policy

Compliance Status

This policy has been developed with regard to the relevant legislation, statutory guidance and governance expectations applicable at the date of approval and will be reviewed following significant legislative or regulatory changes.

✓ Children Act 1989 & 2004

✓ Education Act 1996

✓ Equality Act 2010

✓ SEND Code of Practice 2015

✓ Keeping Children Safe in Education (KCSIE) 2026

✓ Alternative Provision Quality Standards

✓ UK GDPR & Data Protection Act 2018

✓ Working Together to Safeguard Children 2026

✓ Local Authority Provider Standards

Version Control

Version	Date	Author	Changes
1.0	September 2026	Ellen Kerr	Initial Issue

Approved By: Ellen Kerr | **Position:** Managing Director & Designated Safeguarding Lead (DSL), Reconnect Learning |
Date Approved: September 2026 | **Review Date:** September 2027 | **Version:** 1.0