ACHIEVE BEYOND SCHOOLS

"We R.A.I.S.E. each other"

Admissions Policy

Independent School Standards: paragraphs 15 and 34

Latest review and update	September 2026
Next external review and update	September 2027

AIM

Achieve Beyond Schools aims to support pupils who struggle to access full-time mainstream schooling. Pupils are referred by local authorities and all have SEND and/or SEMH needs. We work in partnership with parents/carers, local authorities, social workers, and virtual schools to provide safe, highly nurturing, and structured environments where pupils can thrive emotionally, socially, and academically.

We are committed to ensuring a fair, transparent, and consistent admissions process that applies equally to all placing authorities.

REFERRALS

A referral to our schools should be sent via email to information@abschools.uk or to the Executive Head and usually by the pupil's local authority. All referrals must be supported by adequate documentation (EHCP) and additional information (specific needs, support plans, or safeguarding) to allow an informed decision by the Headteacher about placement suitability.

Referrals may be considered for pupils who have the following needs:

- learning
- social, emotional, and mental health
- physical disabilities

or pupils who are:

- persistent non-attenders
- at risk of permanent exclusion
- requiring smaller group provision and an enhanced pastoral care and wellbeing.

Placements depend on availability within specific age groups/classes at the time of referral.

At Achieve Beyond Schools, Stafford:

- we cater for pupils in Years 1, 2, 3, 4, 5, 6, 7 and 8.

Distance from our schools is not part of the admissions criteria and a referred pupil with a sibling at Achieve Beyond Schools will not be at any advantage over a referred pupil who does not.

DIRECT REFERRALS AND ADMISSIONS FROM FAMILIES

Direct referrals are very occasionally considered from private, fee-paying families. Interested families who do not wish their child to be placed through their local authority's SEND team should contact the school's Executive Head.

ADMISSIONS PROCESS

- Referrals to our schools are made by a pupil's local authority's special educational needs and/or disabilities (SEND) team, either in writing, via email or using an online portal. These referrals can be made with, or without, initial parental/carer consent/preference. Our fees are always provided on request to SEND team only.
- The Executive Head and Head of School will review all submitted documentation to:
    - assess whether the pupil's needs can be effectively met
    - lidentify any required adaptations or support provisions
    - consider existing pupils.
- If a placement is available and the placing authority agree that the pupil's needs could potentially be met, an offer of an **initial assessment** for the pupil and family to visit and tour the school (a representative from the referral agency and any other professionals involved may also attend where appropriate). The Executive Head or Head of School will also explore with parent/carer and the SEND team whether the pupil has, or has had, involvement with social care services to gather as much information as possible, including information from a previous setting.
- Following the initial assessment visit, if the Executive Head or Head of School feels the school is likely to meet the pupil's needs, an **assessment day** (usually a part of a morning where the pupil attends and joins a class) can be scheduled. Following assessment day, a final decision on a placement offer will be made and communicated by the Executive Head or Head of School to the family and in writing to the relevant SEND team on the same day.
- If the placement is confirmed by the local authority (usually following a decision at SEND Panel), an admission start date for the placement will be arranged by the Executive Head or Head of School.
- Before a pupil is admitted and starts attending, a pupil induction meeting will be held with the pupil, family and the Executive Head or Head of School to complete:
    - pupil forms (including medical information)
    - consent forms
    - agree a transition plan. This can only be agreed once the school is in receipt of completed pupil forms
    - to answer any other questions from either the pupil or parents/carers.

PLACEMENT DURATION AND REVIEW

- All placements are permanent but are subject to ongoing review in line with the pupil's progress, attendance, and engagement at EHCP Annual Reviews.
- The Executive Head or Head of School will always liaise regularly with referring local authorities and SEND caseworkers about individual pupils and placement suitability.