

Labyrinth Education

Admissions Policy

Date of Issue: April 2025

Next Review Date: April 2027

Distribution: All staff and stakeholders

Owner: Senior Leadership Team

Policy Lead: Head of Education

Introduction

The purpose of this policy is to ensure that Labyrinth Education can meet the individual needs of all learners admitted into our education setting.

We will achieve this by:

- Processing each referral promptly and within designated timescales.
- Ensure that a thorough assessment is conducted to confirm we can meet the educational needs of each referred learner before offering admission.
- Maintain a clear and transparent referral process for prospective learners.
- Establish structured and supportive admission and transition procedures across all settings to facilitate a smooth integration for new learners.

Our admission procedures ensure that sufficient information is obtained and disseminated prior to and during the induction period of children/young people. The procedure sets out the criteria for admission and ensures that our service provision is designed to meet the needs of our students.

Admissions Criteria

Labyrinth Education provides specialist education for learners between the ages of 16 and 25 with learning difficulties, autism, and speech, language, and communication needs. The curriculum is designed to facilitate a transitional pathway into adulthood, equipping learners with essential life and vocational skills.

Additionally, our learners may have associated co-existing needs. Learners will typically have an Education, Health, and Care Plan (EHCP) or equivalent clinical assessments to determine their suitability for placement at Labyrinth Education.

No child is refused admission based on race, ethnicity, gender, religion, or sexual orientation.

Procedures

Pre-Admission and Assessment

- We publish information about our education settings on our website and provide physical copies of policies upon request.
- Entry to Labyrinth Education is preceded by the exchange of relevant documentation, visits by stakeholders, and referrals via local authorities.
- Labyrinth Education collaborates with local authority personnel to ensure all required documentation is provided promptly.

Required Documents:

- Current EHCP or equivalent professional reports
- Most recent annual review and key educational progress data
- Chronology of the learner's educational history
- Current/most recent care plan or Personal Education Plan (PEP)
- Current behaviour support plans and risk assessments
- Additional relevant assessments (social care, psychology, psychiatry, occupational therapy, CAMHS, etc.)

If additional resources are needed to support the learner, we ensure these can be provided before an offer is made.

Admission and Transition Process

- The Labyrinth Education Leadership team assesses the young person in their current setting.
- Prospective learners and their families are invited to visit the education setting.
- Senior representatives review all assessments before making a final admission decision.
- All relevant documentation (contracts, permissions, medical information, consent forms etc.) are signed by appropriate parent/carer/local authority representative prior to admission of the learner.
- Individual risk assessments and transition plans are developed for each admitted learner.

First Day and Initial Period

- Learners receive an individual care plan and risk assessment.
- A structured induction program helps students integrate into the new setting. This will be bespoke and flexible to meet the needs of each learner and their transitional needs.

- Communication with parents/carers is maintained through regular updates and feedback sessions.

Post-Admission Review

- A post-admission review is conducted within six to twelve weeks to assess placement suitability and finalise support plans.
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Admissions Register

The following details are recorded upon admission (and stored in line with our GDPR policy):

- Full name
 - Date of birth
 - Year group
 - Gender
 - Ethnicity
 - Parent/carers contact details
 - SEN status
 - Looked-after child (LAC) status
 - Emergency contact numbers
 - Pupil premium eligibility
 - Funding local authority
 - Admission date and history
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Links to Other Policies

This policy should be read alongside:

- Teaching and Learning Policy
 - Complaints Procedure
 - Child Protection and Safeguarding Policy
 - Curriculum Policy
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Monitoring and Review

Labyrinth Education reviews this policy bi-annually. The Director of Education, in consultation with school leadership, ensures compliance and updates the policy as necessary.
