



The Complete Works Policies

Admissions Policy

Prepared by: Tina Solanki - Head of Admissions - September 2026

Reviewed by: Amy Jones - Director of Operations - September 2026

Date of next review - September 2027

Contents

1. Purpose	2
2. Aims	2
3. Policy Links	2
4. Legislation and statutory requirements	2
5. Admissions Principles	3
6. Referral Process	3
6.1 Admissions of Over 18 Students	3
7. Returning Students and Waiting List Management	4
7.1 Waiting List and Capacity	4
8. Bespoke Timetables	4
9. Commitment to Fair and Inclusive Practice	5
10. Integration and Transition into Provision	5
11. Tribunals and EHCP Processes	5
12. Appeals and Disputes	6
13. Monitoring and Review	6

1. Purpose

This policy sets out the principles and procedures governing admissions to The Complete Works (TCW). It ensures that all admissions decisions are lawful, fair, transparent, and consistent with the expectations of the Department for Education and the School Admissions Code.

TCW is an alternative provision setting that provides bespoke education packages for students who require tailored educational pathways.

2. Aims

The policy aims to provide information on The Complete Works' (TCW) operations and processes regarding a students' arrival to the school, the behaviour management processes they may encounter and the steps which would precede any possible exclusion.

TCW aims to:

- Provide fair and inclusive access to education for all eligible students
- Ensure placements are made only where TCW can safely and appropriately meet need
- Safeguard students, staff, and the wider school community
- Deliver personalised educational pathways based on individual need, risk, and EHCP requirements
- Work collaboratively with referring agencies to ensure continuity of education

3. Policy Links

This policy supports/complements the following policies:

- Anti-bullying Policy
- Behaviour and Conduct Policy
- Equality and Diversity Policy
- PSHE and RSE Policies
- Admissions and Participation Policy of Over 18 Year Olds

4. Legislation and statutory requirements

This policy complies with:

- School Admissions Code (as issued by the Department for Education)
- School Admission Appeals Code
- School Standards and Framework Act 1998
- Equality Act 2010
- Safeguarding expectations set out in the most recent version of Keeping Children

5. Admissions Principles

TCW accepts students where it is judged that we can safely and effectively meet their educational, social, emotional, and safeguarding needs.

We specialise in supporting students who may:

- Have Special Educational Needs and/or Disabilities (SEND), including autism, dyslexia, and SEMH needs
- Have experienced disrupted education or school exclusion
- Require bespoke, flexible, or reduced timetables
- Be transitioning from alternative provisions or specialist placements

All admissions are subject to:

- A full risk assessment
- Review of EHCP (where applicable)
- Multi-agency consultation (where required)
- Safeguarding checks

6. Referral Process

TCW does not accept private referrals.

All referrals must be made via:

- Local Authorities
- Current educational placements
- Commissioning bodies acting on behalf of a Local Authority

Referrals may be made at any point during the academic year.

Referrers are responsible for ensuring that all information provided is:

- Accurate
- Up to date (normally within the last 24 months)
- Relevant to the student's current needs and risks

6.1 Admissions of Over 18 Students

Students aged 18 and over are considered under the same referral process.

In addition:

- Appropriate safeguarding checks will be completed
- DBS checks will be carried out where required
- Placement decisions will be made based on suitability, risk, and need

Further details are outlined in the Admissions and Participation Policy for Over 18 Students.

7. Returning Students and Waiting List Management

TCW recognises that students may be re-referred following transitions to other educational settings.

Where appropriate, TCW will consider returning students for re-admission, provided:

- Their needs can still be safely met
- Risk assessment remains appropriate
- Their EHCP or support needs align with available provision

However returning students are not prioritised over other students on the waiting list

7.1 Waiting List and Capacity

Waiting list times may vary depending on:

- Staff availability
- Required staffing ratios
- Complexity of student needs
- Type of provision required (onsite vs 1:1 offsite)
- Location of where a student resides

To support timely access to education, TCW may offer:

- Part-time or reduced timetables initially
- Phased increases in hours over time
- Immediate onsite group placement where capacity allows
- Interim offsite or online provision where appropriate

All arrangements are reviewed regularly to ensure they remain appropriate and in the best interests of the student.

8. Bespoke Timetables

TCW offers a range of individual and group learning opportunities in various locations, both in public spaces as well as TCW sites. Each student is given a bespoke timetable - taking into account their needs - that includes both onsite and offsite opportunities where appropriate.

Bespoke timetables will be reviewed regularly to ensure that they are appropriate to meet the needs of the students. If a student is not able to engage in the current timetable or there are concerns over the student's welfare, changes will be made to counteract this. Typical changes to timetable can include

- Increasing/decreasing time spent in group provision
- Change of location of education
- Change in lesson time
- Change of curriculum pathways
- Increase/decrease in hours provided

All changes to timetable are only to be taken when it is clear that a change is needed to benefit the student and their education. Regular reviews will continue to ensure TCW offers the most bespoke and flexible education possible.

9. Commitment to Fair and Inclusive Practice

TCW is committed to ensuring that no young person is left without educational provision where it is reasonably possible to avoid this.

However, all admissions decisions must balance:

- Educational need
- Safeguarding requirements
- Staffing capacity and safety
- Suitability of provision

Students will only be admitted where TCW is confident it can provide a safe, appropriate and effective learning environment and we can meet all the needs of the EHCP.

10. Integration and Transition into Provision

Where students are identified as suitable for onsite group learning, TCW may implement a structured integration plan.

This may include:

- Gradual introduction to onsite learning
- Blended learning (online and in person education)
- Shortened sessions building to full attendance
- Individual support to transition into group settings

Each plan is tailored to the individual student and reviewed regularly.

11. Tribunals and EHCP Processes

TCW may be consulted during Education, Health and Care Plan (EHCP) processes, including tribunal proceedings.

Where TCW is named on an EHCP:

- TCW has a legal duty to provide education where placement is agreed
- Interim arrangements such as reduced timetables may be used to facilitate immediate access

If a significant period has passed since initial consultation, TCW may request updated information to ensure accurate planning and safeguarding.

12. Appeals and Disputes

Where admissions decisions are disputed, TCW will:

- Provide clear written reasons for decisions
- Work with referrers to explore alternative provision where appropriate
- Follow agreed local authority processes for resolution

13. Monitoring and Review

This policy is reviewed annually to ensure:

- Compliance with statutory guidance
- Alignment with safeguarding expectations
- Effectiveness of admissions processes
- Fairness and transparency in decision-making

If you have any suggestions or comments regarding this policy, please email suggestions@tcw.org.uk.

Review log

Policy	Admissions
Date of Approval	January 2020
Approved by	Adam Dalton
Review 1:	January 2022
Approved by:	Adam Dalton
Review 2:	September 2024
Approved by:	Adam Dalton
Review 3:	October 2025
Approved by:	Amy Jones
Review 4:	May 2026

Summary of changes/additions	Removal of sanctions and exclusions policy. Addition of: 6. Referral Process, 7.1 Waiting List and Capacity, 10. Integration and Transition into Provision, 11. Tribunals and EHCP Processes, 12. Appeals and Disputes
Approved by:	Amy Jones