



The Complete Works Policies

Admissions, Sanctions and Exclusions Policy

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Reviewed by: Amy Jones - Director of Operations - October 2025

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1. 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.

2. Policy Links

This policy supports/complements the following policies:

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

3. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

4. Admissions

We accept all students where we believe we can make a difference. We create a bespoke package of education for each student and therefore we are able to cater for students who have special educational needs, including dyslexia, autism, and behaviour difficulties. Most of our students have missed out on part of their schooling either through ill health, previous provisions not being able to meet needs or because they have become disillusioned with mainstream schooling. We do accept young people who have been excluded from other schools so long as the risk assessment, which we carry out for every student, does not suggest an undue risk for our teachers or existing students. We will also conduct a police check, a 'Safer Schools Officer (SSO)' check which will highlight any current or previous investigations which could put other students or staff at harm, namely offences of a violent or sexual nature. Offences on a prospective students SSO check could result in TCW not being suitable to provide education for a child, a child requiring further support from a

teaching assistant or receiving individualised education offsite only. In these circumstances, education will be constantly reviewed and updated.

TCW does not accept private referrals and asks that all referrals are made through local authorities or the current placement of the child. Referrals can be made at any time of the school year and can be for varying lengths of time. TCW is open to students of all ages and abilities as per its Equality and Diversity Policy. Tailor made curriculum and pathways are designed to ensure that every child leaves TCW with greater opportunities than when they arrived.

Our goal for all students is to provide opportunities for them to learn onsite with their peers, however, students may be assigned to offsite education when referred in order for a thorough risk assessment to be carried out and a relationship of trust to be built.

4.1 Consultation/Referrer Responsibility

The consulting/referring Local Authority/School is responsible for providing TCW with accurate, up-to-date, and relevant information regarding the young person. All submitted documentation must be no more than two years old. The Local Authority must also supply current information pertaining to the student's present circumstances.

4.2 Admissions of Over 18 Year Olds

Admissions for over 18 year olds are received in the same way as that of younger students. All Post 18 year old students are subject to a Safer Schools Officer check (police check) and where applicable, a DBS check. Please see the Admissions and Participation Policy of Over 18 Year Olds for further information.

4.3 Returning Students and Waiting List Management

TCW recognises that some young people may be re-referred to the school following a transition to post-16, post-18 or alternative educational settings. We understand that these transitions can be challenging. Where possible and where we can continue to safely and appropriately meet the needs of the student's EHCP and their safeguarding requirements, TCW is committed to supporting returning students through re-enrolment.

However, in order to maintain a fair, transparent and inclusive admissions process, returning students will not be prioritised over students currently on the waiting list. Students who have previously attended TCW must not be moved ahead of others or expedited through the admissions process. All referrals are processed according to the date they are received and this timeline based approach is the only equitable method of ensuring fair access for all young people awaiting education.

4.4 Waiting List and Staff Capacity

The waiting list may be influenced by staff availability and the specific package of hours a student requires. In some cases, a student may be able to start education sooner if:

- Referrers agree to a part time or reduced timetable initially, with a clear plan to build hours as staffing capacity increases; or

- The student is referred for onsite education, as onsite group provision often has greater immediate availability. In such circumstances, students are typically able to begin onsite learning while awaiting the allocation of a one to one teacher for the remainder of their timetable.

These arrangements allow TCW to offer timely support to students without compromising fairness, staffing safety or the quality of provision.

4.5 Commitment to Fair and Inclusive Practice

While TCW will never intentionally leave a young person without educational provision and will work closely with referrers to explore interim or alternative options where appropriate (such as the options above) adherence to our agreed admissions procedures is essential to ensure that all students currently awaiting placement are treated consistently and equitably.

When a returning student is readmitted to TCW, their needs, risk assessment, previous engagement and support history will be reviewed to ensure that TCW remains a suitable and safe environment for both the student and the wider school community.

5. Tribunals

TCW understands that Local Authorities may consult with us for students undergoing a Tribunal process. We will continue to assess whether we can meet the students' needs and respond accordingly.

When a decision has been made by the LA, TCW may request additional documentation if a significant amount of time has passed since the original consultation response, to ensure no information has changed and that we have all relevant updates.

Once TCW is named on a student's EHCP, we have a legal obligation to provide education to the student. However, due to waiting lists we may agree on a reduced timetable in order to start education promptly.

6. Working towards a timetable

If a student is identified at point of admission as a student who can attend onsite group lessons either immediately or at some point in the future, they will be timetabled for that lesson. Our intention is to provide students with peer interaction and to meet the requirements on their EHCP. This may mean that an integration plan is put in place in order to support the student to attend a group lesson onsite. This could look different for each student depending on their abilities and needs. Some students may be able to attend for shorter lessons and some may be required to log in remotely to the start of the lesson before they build up their confidence to attend in person. This will be reviewed and a timeline will be set in order to ensure the student is attending the group lesson in person.

6.1 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.

7. Sanctions and Exclusions

Our behaviour and conduct policy contains the details of sanctions we may apply at TCW. A code of conduct or 'expectations' are explained to each student before they commence education with TCW. We do recognise that sometimes we are the last educational chance for some students and in the event of an exclusion from group provision, we will do what we can to provide individual education particularly if a student is coming up to exam time, subject to a child protection plan or is a looked after child. If a student is involved in an incident that breaks the behavioural contract, we will contact the parents/carers as soon as possible and let them know what action we intend to take. This can include a fixed term exclusion and/or a meeting with the Headteacher whose decisions will be final (without an appeal to the trustees which parents can always make - please see our complaints procedure for more details on this).

On occasions it may not be possible to continue to teach a student. This is very rare and would only happen when all agencies had been consulted and all avenues explored. TCW does, however, take its responsibilities to its teachers seriously and will not allow them to be knowingly at risk or in any way abused. We have a good record of success with our students and we look forward to positive relations with parents.

It may be necessary to exclude a student if:

- There is a very serious incident or very serious breach of the school's Behaviour and/or Anti-Bullying policies
- The School Rules, school's Behaviour Policy or Anti-Bullying Policies are persistently breached

- Allowing a student to remain in school would seriously harm the education or welfare of the student or other members of the school.

Exclusion can be fixed-term or permanent, depending on the nature of the incident or situation. Fixed-term exclusion would be considered for persistent or serious breaches of school rules, the school's Behaviour policy or Anti-Bullying Policy.

Consideration would need to be given to the age of the child and the circumstances.

The Headteacher would decide whether it is necessary to report an incident to the police or another external agency. The disciplinary process is most likely to have already involved parents. Occasionally the behaviour of a student will be such that exclusion will be a necessary immediate response. However, such action would be exceptional and would generally relate to extreme and very serious poor behaviour. Students need to be aware that exclusion is an extreme, but possible sanction. Wherever possible, students will have been supported to modify their behaviour, to avoid the need for exclusion. Only the Headteacher has the authority to exclude a student from school. The Headteacher may exclude a student for one or more fixed-term periods, or permanently. Wherever possible, exclusion should not be imposed in the heat of the moment and should be done so after the incident has been reviewed.

The following procedure should be followed by the Headteacher when considering exclusion:

- Ensure that an appropriate investigation has been carried out
- Consider all the evidence available, taking into account school policies
- Allow the student to give their own version of events
- Consider the context of the incident and whether there may have been provocation
- Consult others, if necessary, but not anyone who may later have a role in reviewing the Headteacher's decision
- Be satisfied that, on the balance of probabilities, the student did what he/she is alleged to have done

After having followed the above procedure as closely as is possible under the circumstances, the Headteacher may decide that exclusion is appropriate. The student's parents or guardians must be informed immediately of the Headteacher's decision to exclude.

The parent or carer needs to be informed of:

- The period of exclusion
- The reason for exclusion
- The right to appeal to the proprietary body regarding the exclusion and the process of appeal.

The Headteacher will write to the parent within one school day of the decision to exclude confirming the information above.

If the fixed-term exclusion is changed into a permanent exclusion, parents must be informed in writing and must again be given the right to appeal to the Proprietor. If a parent/carer refuses to co-operate with an exclusion and still sends their child to school or refuses to collect him or her, the school must have due regard for the student's safety and it may be

that it is not possible to enforce exclusion in these circumstances. If this was the case, the student would need to be internally excluded while further sanctions are agreed with the parent/carers.

If it is decided that TCW can no longer keep the student or their peers safe within the school, TCW will work with the referring partners to ensure that an appropriate placement can be found and that - where possible - no education is lost in the transition period and remote education will be offered where appropriate.

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

Review log

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