

Illuminate You, Learning for Life Lodge

Admissions Policy

1. Introduction

Illuminate You, Learning for Life Lodge is committed to providing high-quality education tailored to students with Social, Emotional, and Mental Health (SEMH) needs. Our admissions process ensures fairness, transparency, and compliance with the Independent School Standards (ISS) while prioritising the needs of each learner.

2. Aims of the Admissions Process

- Ensure a fair and transparent admissions procedure.
- Provide access to education for students who will benefit from our therapeutic and vocational approach.
- Assess the suitability of each applicant in line with our specialist provision and safeguarding responsibilities.
- Maintain a balanced school community where all students can thrive.

3. Admission Criteria

Illuminate You, Learning for Life Lodge accepts applications for students aged 11 -16 years who meet the following criteria:

- Have an Education, Health, and Care Plan (EHCP) specifying SEMH as a primary need.
- Require a bespoke learning environment due to exclusions, disengagement, trauma, or unmet needs in mainstream settings.
- Demonstrate the potential to benefit from individualised learning pathways integrating academic, vocational, and therapeutic support.
- Can be safely accommodated within the school's setting, considering the needs of existing students.

We consider applications for students without an EHCP on a case-by-case basis in collaboration with local authorities.

4. Admissions Process

4.1. Referral and Initial Inquiry

- Applications may be made by local authorities, parents, carers, or other professionals.

- An initial review of the student's background, EHCP, and educational needs is conducted.
- If suitable, parents/carers are invited for an admissions meeting with the Headteacher and relevant staff.

4.2. Assessment and Suitability Check

- A trial visit or transition period may be offered to assess the student's engagement and support needs.
- We liaise with professionals (e.g., social workers, previous schools) to ensure an informed decision.
- Risk assessments and **impact assessments** are conducted to determine if the school can safely meet the student's needs.

4.3. Decision-Making and Offer

- Admission decisions are based on the student's ability to benefit from our provision while maintaining a safe and supportive environment for all learners.
- The Admissions Panel, including senior leadership and SEN professionals, makes the final decision.
- Successful applicants receive a formal offer, including details of their individualized support plan.

4.4. Appeals and Complaints

- If a place is not offered, parents/carers can request feedback and appeal the decision in writing.
- Appeals are reviewed by an independent panel, ensuring a fair reconsideration.

5. School Capacity and Waiting List

- The school has a capacity of 16 students in a mix of full-time and part-time placements.
- If spaces are unavailable, applicants may join a waiting list, reviewed periodically.

6. Equal Opportunities and Non-Discrimination

- Illuminate You, Learning for Life Lodge follows an inclusive admissions approach, ensuring no applicant is discriminated against based on race, gender, disability, religion, or background.

- We actively promote diversity and equal access to education while maintaining a safe environment for all.

7. Fees and Funding

- Placements are primarily funded by local authorities through EHCP provisions.
- Private placements are reviewed on an individual basis, subject to funding agreements.

8. Safeguarding and Data Protection

- All admissions comply with safeguarding policies, ensuring thorough risk assessments before accepting students.
- Student information is handled in line with GDPR and data protection laws.

9. Policy Review

This policy is reviewed annually by the Senior Leadership Team to ensure ongoing compliance with the Independent School Standards and evolving student needs.

Date for Review: 09.11.2026

Illuminate You – Exclusion Policy

1. Policy Statement

Illuminate You, Lifelong Learning Lodge, is committed to creating a safe, inclusive, and nurturing learning environment where every student feels valued and supported to achieve their full potential.

We believe exclusions should only be used as a *last resort* when all other strategies have been exhausted and where a student's behaviour poses a significant risk to themselves, others, or the learning environment.

Our approach is rooted in trauma-informed practice, emotional regulation, and restorative work, ensuring every decision prioritises the child's well-being and educational continuity.

2. Purpose

The purpose of this policy is to:

- Ensure fair, consistent, and lawful processes when managing exclusions.
- Promote inclusion and reduce the need for exclusion through early intervention and therapeutic support.
- Clarify procedures for fixed-term and permanent exclusions.
- Ensure the rights of students, parents/carers, and placing authorities are upheld.

3. Scope

This policy applies to all learners enrolled at Illuminate You, whether full-time, part-time, or on placement. It also applies to all staff responsible for behaviour management, pastoral care, and safeguarding.

4. Underpinning Principles

- Every young person has the right to education and to be treated with dignity and respect.
- Exclusion is not a behaviour management tool but a safeguarding and safety measure.
- Behaviour should always be viewed through a trauma-informed lens, considering unmet needs or triggers.

- Restorative practices will be used following any incident to repair relationships and reintegrate the learner.
- The school will comply with statutory guidance, including “*Exclusion from maintained schools, academies and pupil referral units in England*” (DfE, 2023).

5. Preventative Measures

Illuminate You seeks to prevent exclusions through:

- Early identification of SEMH triggers and unmet needs.
- Personalised behaviour support and risk management plans.
- Therapeutic interventions such as CBT, counselling, and music therapy.
- The use of de-escalation and TCI (Therapeutic Crisis Intervention) techniques.
- Collaborative work with families, social workers, and placing authorities.

6. Types of Exclusion

a. Fixed-Term Exclusion

A temporary removal from the learning environment for a defined period (maximum of 5 school days in any one instance).

Used only when:

- There is a serious breach of the school’s Behaviour or Safety Policy; and
- Allowing the pupil to remain would seriously harm education or welfare.

During this time, work will be provided, and reintegration planning will begin immediately.

b. Permanent Exclusion

Used only in exceptional circumstances where:

- A serious one-off offence has occurred (e.g., serious physical assault, possession of a weapon, or sustained bullying/violence); or
- Persistent behaviour continues to endanger others or disrupt learning despite intensive intervention.

Permanent exclusions must be reviewed by the Senior Leadership Team and reported to the placing authority and commissioning body.

7. Procedures

1. Incident Review

- Staff complete an incident form and notify the Designated Safeguarding Lead (DSL) or Head of Provision.
- A review meeting is held within 24 hours to assess the incident, impact, and possible risk factors.

2. Decision Making

- The Head of Provision (or nominee) makes the decision to exclude, based on evidence and proportionality.
- Parents/carers and the placing authority are informed in writing within 24 hours.

3. Reintegration Meeting

- A reintegration meeting will be held before the pupil returns.
- The meeting will include the learner, staff, and relevant professionals to agree a restorative plan and risk management review.

4. Recording and Monitoring

- All exclusions are logged in the school's behaviour and safeguarding system.
- Data is reviewed termly to identify trends and inform practice.

8. Right to Appeal

Parents/carers and commissioning authorities have the right to appeal a decision to exclude.

Appeals will be heard by an independent panel within 10 working days of the request.

Please EMAIL: Education@illuminatecaregroup.co.uk

9. Support Following Exclusion

Illuminate You remains committed to each learner's educational journey. Following any exclusion:

- A reintegration plan will be agreed to support emotional recovery and stability.
- Additional mentoring, counselling, or therapeutic input will be considered.

- Partnership working with social workers and families will ensure continuity of education.

10. Monitoring and Review

The Senior Leadership Team will:

- Review all exclusions termly to ensure consistency and proportionality.
- Report findings to the governing board.
- Review this policy annually or following significant changes in legislation.

Related Policies

- Behaviour / TCI Policy
- Safeguarding and Child Protection Policy
- Attendance and Engagement Policy
- Equality and Diversity Policy