

# ADMISSION POLICY

## FORWORD

Freedom Foundation Portway Alternative Provision, Freedom Foundation Dunkirk Alternative Provision and Freedom Foundation are all sites for KS1 & KS2 Alternative Provision. They are referred to as Freedom Foundation AP for the benefit of students and this document.

## 01 INTRODUCTION

- 01.1** Freedom Foundation AP offers a safe space for creative learning for children and young people. We enable students to re-engage with academic learning, improve behaviour and attainment by providing them with the tools to succeed in education.
- 01.2** All referrals can be submitted at any time throughout the year, and admissions will follow the processes outlined in the Admissions policy. We welcome referrals from commissioning schools and local authorities for KS1 & KS2 students who require an alternative approach to their education and learning.
- 01.3** Our approach focuses on instilling self-worth and belief, and developing personal empowerment, by offering alternative education that nurtures the skills young people need to craft fulfilling and purposeful lives
- 01.4** By providing a positive environment where students can express themselves creatively through music and movement, our provision aims to enhance their social skills, teach self-regulation and improve physical and mental well-being.
- 01.5** Freedom Foundation strive to foster essential study skills that encourage both independent thought and collaborative growth, ensuring every learner is equipped to thrive. Our curriculum aims to inspire them to build the resilience needed to address their challenges, in preparation for reintegration to mainstream education.
- 01.6** We are committed to supporting students to overcome their barriers to learning whether they be academic, social or emotional by delivering a creative and nurturing approach that encourages them to embrace their uniqueness and celebrate their achievements

## 02 STUDENTS WE SUPPORT

- 02.1** At Freedom Foundation AP, we embrace inclusivity and welcome children and young people from KS1 and KS2 providing a nurturing environment where creativity knows no bounds. Our approach is centred around the power of the arts—whether it's through music, movement, drama, or art—to ignite imagination and inspire growth.
- 02.2** We are proud to offer a space for neurodivergent students, those with anxiety and those with challenging behaviours, recognising the strengths in every child and fostering an atmosphere where they can express themselves freely. At Freedom Foundation AP, we believe that every young person has a story to tell, and through creative exploration, we help them discover their voice.
- 02.3** Our mission is to empower each student to unlock their unique talents, boost their confidence, and embrace the way they learn best. With a focus on safety, support, and creativity, we aim to help every child not only succeed academically but also grow into confident individuals ready to thrive in the world around them.

## **03 NUMBER OF PLACES AVAILABLE**

- 03.1** Our provision can support small group learning. Group learning sizes will never exceed more than 10 students at one time.
- 03.2** As an unregistered provision, Freedom Foundation AP is not currently registered with the Department for Education (DfE). As such, we cannot offer full-time education to five or more students at compulsory school age, or one such student who is care-experienced or has an EHC plan. Operating an unregistered school is considered a criminal offence.

## **04 REGISTRATION ARRANGEMENTS**

- 04.1** Commissioners must sign a Service Level Agreement for each student outlining respective responsibilities and fees.
- 04.2** Those commissioning places at Freedom Foundation AP continue to be responsible for the safeguarding of that student and should be satisfied that our provision meets the needs of the student.

## **05 REFERRAL ARRANGEMENTS**

- 05.1** To acquire a place at Freedom Foundation AP, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form set out by Freedom Foundation CIC (Annex A). The referral form is also downloadable from our website.

## **06 REFERRAL PROCESS**

### **06.1 MAKING A REFERRAL**

Commissioners are required to complete a referral form (see Annex A). The referral form can be sent to commissioners following a verbal or written request to:

(Derby Sites) Anna Malik [anna.malik@freedomfoundationuk.org](mailto:anna.malik@freedomfoundationuk.org)

(Nottingham Sites) Simon Green [simon.green@freedomfoundationuk.org](mailto:simon.green@freedomfoundationuk.org)

Information regarding a student's current attainment, attendance, SEND and behaviour history will be requested to determine whether a place can be offered. Commissioners should send additional information which might support the placement decision such as risk assessments, EHCP documentation and multi-agency involvement.

A confirmation of receipt of a completed referral form will be sent within 24 hours and an initial visit (virtual) /meeting will be scheduled within five working days. On site visits for commissioners will be outside of delivery hours to limit impact on our students. We can offer site visits from 3-5pm -

Visits to see a child in the space can be arranged using the contacts above. Please be aware that Freedom Foundation AP aim to limit disruption to their students, creating a safe environment. Commissioners will be made aware of the issues that ad hoc visits may cause to students. Visits may be triggering for some students and Freedom Foundation AP have a duty of care to the students on site to limit external distress or anxiety

### **06.2 INITIAL VISIT**

Students will be sent a virtual tour of the site. If it is agreed that Freedom Foundation can meet the student's needs we will arrange a meeting within 24 hours with the commissioner to inform them of the decision. The views and wishes of each young person and their families form an essential part of the referral process.

If we can accept a referral, we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

Students will be inducted on the first day. This will ensure that all staff and students are aware of new starters joining the AP and ensure that the appropriate supports are in place to ensure a successful placement.

### **06.3 PROCEDURE FOLLOWING AN OFFER**

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place, and the offer will be withdrawn.

## 06.4 INDUCTION DAYS

Students may be inducted individually or as part of a small group depending on whether the students are due to start at the same time or if it is a mid-year referral. The induction day and activities will support baseline assessments and ascertaining a student's current effort for learning.

As part of the induction, students and their parents/carers are informed of the school's health and safety procedures, including where to find appropriate policies and supporting resources using Freedom Foundations website.

## 06.5 INDUCTION PERIOD

Students will be supported through a six-week induction period. At the end of this induction period, an approval review meeting will be held between Freedom Foundation AP the commissioning school or Local Authority, the student, and the parent/carer. This meeting will consider the student's engagement in school, effort for learning, personal development, behaviour and attendance. Should a student's attendance fall below 80% during this probationary period, this may result in their placement being withdrawn. Where a referral is made mid-term, the six-week probationary period will commence from the assigned starting date.

## 07 CRITERIA TO BE APPLIED IN RESPECT OF OTHER STUDENTS WHEN OVERSUBSCRIBED

**07.1** The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Students who were previously looked after by a Local Authority (as defined by the Children Act 1989)
2. Students who live closest to Freedom Foundations Alternative Provision in a straight line. Distance will be measured from the front door of a student's home to the front gate/door of Freedom Foundations Alternative Provision. If students live exactly the same distance away from Freedom Foundations Alternative Provision, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of Freedom Foundations Alternative Provision. Where a place cannot be offered, we will place any young people refused admission on a waiting list.

Freedom Foundation CIC will maintain this list until the end of the school year, and it will be open to any commissioner to ask for a young person's name to be placed on the waiting list.

## 08 APPEALS AGAINST ANY REFUSAL TO ACCEPT A REFERRAL

**08.1** The commissioner should write to:  
(Derby Site) Anna Malik ([anna.malik@freedomfoundationuk.org](mailto:anna.malik@freedomfoundationuk.org))  
(Nottingham Site) Simon Green ([simon.green@freedomfoundationuk.org](mailto:simon.green@freedomfoundationuk.org)) outlining reasons supporting the referral and any supporting documentation. Cases will then be heard by at least 2 persons unconnected to Freedom Foundations Alternative Provision within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

## 09 COMPLAINTS

**09.1** Any objections to this policy or its application should be raised with Freedom Foundation Alternative Provision through its normal complaints process which can be found on our website. If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk).

## 10 EQUAL OPPORTUNITIES

**10.1** Freedom Foundation CIC is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

## 11 REVIEW

**11.1** We keep this policy under regular review

Review of this Policy: April 2025

Next Review Date: April 2026

Reviewed By: Laura Grant

Position/Role: Director of Freedom Foundation

## ANNEXES

### ANNEX A – REFERRAL FORM

See next page

Freedom Foundation CIC – Referral Form for Alternative Provision

Please note:

This form must be sent in an encrypted email stating OFFICIAL-SENSITIVE in the subject field. If you do not send evidence of parental consent, your referral will not be considered. All parental and other electronic signatures will be taken as full permission to progress this referral. Please also ensure that you and the parents/carers are familiar with how data is collected and shared as outlined here:

**All required information and supporting documents must be included in this form or it will be returned to referrer to complete prior to any request being considered further.**

**To complete this referral, you will need:**

- Evidence of parent/carer consent
- The voice of the child and parent/carer
- Supporting documentation on assessments and/or interventions and their impact - Current risk assessment(s)
- A named designated Professional Lead and their contact details. This person will be responsible for the referral and monitoring progress throughout their placement.

If you have any queries or questions about this referral form, please contact:

(Derby Site) Anna Malik [anna.malik@freedomfoundationuk.org](mailto:anna.malik@freedomfoundationuk.org)

(Nottingham Site) Simon Green [simon.green@freedomfoundationuk.org](mailto:simon.green@freedomfoundationuk.org)



# ALTERNATIVE PROVISION REFERRAL FORM

Students Details							
Student's Legal Name in Full		Date of Birth		Year Group		Gender	
Ethnic Group		First Language		UNP			
Religion							
Current School				Date of Referral			
Reason for Referral							
State the reason for referral to a part time alternative provision placement (brief statement only, must complete SLA form with more specific, detailed targets)							
Attendance							
Provide current and previous two years percentage attendance below. Summarise any factors that affect attendance.							
School Contact Details (Include: full name, position, email)							
Main contact for placement				Attendance contact			
DSL				SENCO			
Other Contact				Other Contact			
Parent/Carer Details							
First parent/ carer name in full		Relation to student		Contact Number			
Second parent/ carer name in full		Relation to student		Contact Number			
Full Address							
Email Address							



# ALTERNATIVE PROVISION REFERRAL FORM

## Transport Arrangements

What arrangements have been made for the student to access provision(s)?	Taxi	<input type="checkbox"/>	Parent/Carer	<input type="checkbox"/>	Independent Travel (KS3 Only)	<input type="checkbox"/>
	Taxi Company.....		Parent/Carer Name....		Please provide details if known.....	
	Contact Number.....		Parent/Carer Number.....			

**ALL sections below MUST be completed** (Click in box if applicable. If left blank, assumed n/a):

LAC	Voluntary	<input type="checkbox"/>	Child protection SEC 47*	<input type="checkbox"/>	Child in Need SEC 17	<input type="checkbox"/>	Private Foster	<input type="checkbox"/>	YOS	<input type="checkbox"/>
	Statutory	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		

\*If CP, state which category

If LAC or CP which local authority holds the order:		Date in care:	
Entitled to Free School Meals (Full Day placements require this info)?		Pupil Premium (+).	<input type="checkbox"/>

## SEN/Health Details

EHCP *	<input type="checkbox"/>	Undergoing assessment *	<input type="checkbox"/>	SEN Support*	<input type="checkbox"/>
SENCO/ SEN School Contact Name				Telephone Contact	
Email					
Specific SEN	ADHD <input type="checkbox"/>	Asperger's <input type="checkbox"/>	ASD <input type="checkbox"/>	SEMH <input type="checkbox"/>	HI/VI <input type="checkbox"/>
	MSI <input type="checkbox"/>	PD <input type="checkbox"/>	PMLD <input type="checkbox"/>	SLD <input type="checkbox"/>	SPLD <input type="checkbox"/>
Is the student considered to be disabled? If yes, please provide details.					
Are there any access arrangements in place? (e.g., reader, scribe, extra time, prompter, rest breaks, enlarged papers, etc.					
Briefly describe the student's special educational needs (Please provide any information that alternative providers may need to be aware of or is of relevance to the placement)					
Does the student have any medical needs / health concerns / physical needs /prescribed medication					
If there have been concerns about the student's mental health (including anxiety) briefly describe the reasons. Please indicate whether a referral has been made to a mental health professional.					



# ALTERNATIVE PROVISION REFERRAL FORM

## Current academic information

Is the pupil currently attending mainstream lessons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, where does the pupil access core subject lessons?		
Is the pupil accessing any other alternative provision in addition to this referral e.g. school's internal AP centre, other offsite vocational or core provision	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide brief details and add to timetable below:		

## Current Timetable/Availability

(add in any AM or PM core or vocational sessions that are currently being offered)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

## Current working and target grades

Subject	Working Towards Expected	Working at Expected	Working Above Expected	Working Below Expected
Other subjects relevant to referral				

What are the student's strengths / interest, including activities outside school?

Are parents aware of the referral? What are their views?

Is the student aware of the referral? What are his/her views?

School to give a brief statement of why this alternative provision placement could be successful for this student. Please add any specific 'social' 'academic' and 'personal' outcomes you anticipate the student could achieve from the provision requested.



# ALTERNATIVE PROVISION REFERRAL FORM

## Behaviour

Describe briefly the student's behaviour and any involvement of LA or other services that support this.

Comment on any specific behaviour issues.

Comment on the student's attitude to work, with staff and with peers.

Outline any successful/unsuccessful strategies for working with this student – include an overview of interventions tried and dates if relevant.

## Attendance.

Please provide current attendance and summarise any factors that affect attendance.

## Health and Safety

Summarise any health and safety concerns that have been raised.

## Other indicators of risk

Please indicate whether any of the following apply to the pupil (x)

	Never	Occasionally	Frequently
Gives in easily to pressure from others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has poor control of temper	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Challenges authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has caused damage to property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbally abuses peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbally abuses staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays aggressive behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has caused deliberate injury to peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has caused deliberate injury to staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays sexually inappropriate behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attempts to manipulate / control others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is at risk of self-harm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drugs / alcohol have an impact on behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has brought in or used an offensive weapon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has shown racist behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





# ALTERNATIVE PROVISION REFERRAL FORM

Name of person completing the form:		Date:
Check List – Please Tick		
Please include the following documents or state n/a if not applicable:		
Risk Assessment		<input type="checkbox"/>
Parental Consent		<input type="checkbox"/>
Any exam results already taken		<input type="checkbox"/>
EHCP or information submitted for statutory assessment		<input type="checkbox"/>
IEP//Individual Plan/EP assessments		<input type="checkbox"/>
EHA or Pre EHA		<input type="checkbox"/>
Important medical information		<input type="checkbox"/>
Safeguarding records/information		<input type="checkbox"/>
Any other useful information		<input type="checkbox"/>

All forms will be accepted and considered for a place. All accompanying documentation must be provided before any student will be given a start date or their registration status changed.

