



Admissions Policy

Policy:	Admissions Policy
Version:	V4.0
Approved by:	Charlotte Stephens
Date Reviewed:	June 2026
Next Review:	June 2027

Read in conjunction with Attendance Policy, Behaviour Policy, Curriculum Policy and SEND Information Report.

Post 16 On-Roll Admissions

The Admissions Process:

- Breakthrough Transformation Trust receives a referral from the Local Authority
- The Strategic Lead for SEND reads the referral paperwork to ascertain if the student's needs can be met through our Post 16 offer
- The Head of Centre, Strategic Lead for SEND and the Senior Leadership Team will also consider whether admitting the student would have an impact on students already on roll, and whether the impact might be detrimental, in which case a place would not be considered
- If it is established that the student's needs can be potentially met, the Strategic Lead for SEND and the Admissions Officer liaises with the Local Authority, any other agencies involved and with the student's current or previous setting to establish the unique needs of the student
- The Head of Centre will then invite parent/carers and student to visit the Centre that has been chosen for the student. If there is an allocated social worker, they will also be invited to visit. At this visit qualifications, pathway and curriculum offer will be discussed
- If all are in agreement that Breakthrough can meet the student's needs, the Senior Leadership Team and the Strategic Lead for SEND will complete a risk assessment for the student, to establish if they will need to be worked with on a one to one basis or have two staff with them, and whether this level of supervision is appropriate, manageable and proportionate
- If the Strategic Lead for SEND and the Senior Leadership Team agree that Breakthrough can meet the student's needs, the Strategic Lead for SEND and Admissions Officer will formally respond to the Local Authority with the completed Assessment of Need, with details of the core offer and how it can be adapted to meet the student's individual needs
- Once the Local Authority have agreed to fund a place for the student, the Centre Leadership Team will agree an admissions plan, which will be unique for each student, and may involve the student being seen as outreach before they attend site, where possible
- Breakthrough will request all remaining necessary paperwork from the student's current/previous settings
- The Head of Centre and SEND Support will produce an individual student timetable, and the risk assessment and any other relevant information regarding the student will be shared with all necessary staff
- The Head of Centre will review the student's induction regularly, to establish that the students' needs are being met and that parents/carers are receiving the support they need from Breakthrough



Pre 16 On-Roll Admissions

The Admissions Process:

- Breakthrough Transformation Trust receives a referral from the student's current on roll school
- Referrals are accepted on a part-time basis, up to 15 hours, from schools, subject to a trial period and securing of funding, to ensure the suitability for all parties
- Parents / carers and the student will visit Breakthrough to assist their decision making process. If the student has an allocated social worker, they will also be invited to visit. Sometimes school's SENCOs will attend the visit
- Personal visits can be arranged by appointment for information and to view the facilities
- A provision meeting will be held with the current on roll school to establish information sharing procedures for attendance, safeguarding and progress
- There will be regular meetings between the on roll school and Breakthrough

Policy Version and Date	Summary of Change	Amended by	Implementation Date
Version 1.0 May 2023	New policy		May 2023
Version 2.0	Amendment – Social worker also invited to admissions visit	ChSt	June 2023
Version 3.0	Amendments – Paragraph 1 Career’s South West renamed to CSW Group and 0-25 Special Education Partnership to SEND Statutory Team Punctuation marks added or removed throughout document	CiGI	May 2024
Version 4.0	Amendment of Senior leadership team to Centre Leadership Team in admissions process. Addition of admissions officer in admissions process.	ChSt	June 2025