



# Admissions Policy

**Approved by: Lisa Robertson**

**Last reviewed on: 03/2026**

**Next review due: 03/2027**

**introduction:**

New You Hair Academy (NYHA) is an Alternative Provision supporting young people aged 13–16 who are unable to access mainstream education due to social, emotional, behavioural, medical or other complex needs.

Our mission is:

- To re-engage learners in education.
- To develop employability and vocational skills.
- To close academic gaps in English and Maths.
- To reintegrate learners into mainstream, specialist provision, apprenticeships, further education or employment wherever appropriate.

This Admissions Policy outlines:

- Referral procedures
- Suitability assessment
- Allocation of places
- Fair access arrangements
- Appeals
- Funding agreements
- Safeguarding requirements

NYHA operates both:

- On-site provision (group model)
- 1–1 alternative provision (where appropriate and agreed)

**Principles of Admission:**

Admissions decisions are guided by:

- Safeguarding first.
- Suitability of provision.
- Capacity and staffing ratios.
- Compatibility with existing cohorts.
- Risk assessment.
- Best interests of the young person.
- Sustainability of placement.

NYHA reserves the right to decline referrals where:

- The provision cannot safely meet need.
- Risk level exceeds staffing capacity.
- Required information is not provided.
- Funding arrangements are not agreed.

**Eligibility Criteria:**

NYHA accepts referrals for:

- Students aged 11–16 (Years 7–11).
- Students at risk of exclusion.
- Permanently excluded students.
- Looked After Children (LAC).
- Previously Looked After Children.
- Students with SEMH needs.
- Students awaiting EHCP assessment.
- Students with EHCP (where provision is appropriate).
- Students requiring short-term intervention or reintegration support.
- Students requiring 1–1 provision (subject to assessment).

We do not automatically accept students solely on the basis of behaviour history. Each referral is assessed individually.

**Referral Routes:**

Referrals may be made by:

- Local Authorities
- Commissioners
- Mainstream Schools
- PRUs
- Virtual School (for LAC)
- Social Care
- Youth Offending Teams
- SEND teams

NYHA does not accept direct parental self-referrals unless funding has been agreed by the appropriate body.

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### **Referral Process:**

#### Step 1 – Initial Contact

The referrer contacts the designated admissions lead (Lisa Robertson) via email.

#### Step 2 – Documentation Required

The following must be submitted before assessment:

- Completed Referral Form
- Service Level Agreement (SLA)
- Behaviour records
- Attendance data
- Risk assessment
- EHCP (if applicable)
- Safeguarding file summary
- Medical information
- Exclusion history
- Funding confirmation

Incomplete referrals will not be processed.

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### Step 3 – Internal Suitability Review

NYHA leadership team reviews:

- Risk level
- Compatibility with cohort
- Staffing capacity
- Educational need
- Safeguarding information

### Step 4 – Student Visit / Assessment Meeting

Where appropriate, the student and parent/carer may attend:

- Initial meeting
- Tour of provision
- Expectations discussion
- Behaviour agreement explanation

### Step 5 – Decision

Decision outcomes:

- Offer of placement
- Offer of trial placement
- Decline (with rationale)

**Allocation of Places:**

NYHA has a published admission number of 7 full-time on-site placements across Years 9–11 (subject to change based on staffing and site capacity).

1–1 provision capacity is determined by staffing availability.

Priority is given to:

1. Looked After Children
2. Previously Looked After Children
3. Students with EHCP naming NYHA
4. Students placed through Fair Access Protocol
5. Students with significant safeguarding vulnerability

Oversubscription will be managed based on:

- Risk assessment
- Cohort balance
- Staffing ratios
- Order of referral receipt
- Commissioner agreement

Random allocation may be used where all other criteria are equal.

**Fair Access Protocol:**

NYHA participates in Nottingham City and Nottinghamshire Fair Access Protocol arrangements.

Placements may be directed through FAP panels where required.

NYHA reserves the right to present evidence where placement is deemed unsafe or unsuitable.

**Trial Placements:**

In some cases, NYHA may offer a trial placement period (typically 2–4 weeks).

During trial:

- Attendance is monitored closely.
- Behaviour expectations are assessed.
- Suitability is reviewed.
- A reintegration plan may be developed.

Trial placements may be withdrawn if:

- Safety is compromised.
- Behaviour is unsafe.
- Placement proves unsuitable.

## Reintegration and Exit Planning:

NYHA is not intended to be a permanent destination in all cases.

Where appropriate, reintegration plans may include:

- Phased return to mainstream.
- Transition to specialist provision.
- Apprenticeship pathway.
- College placement.
- Employment support.

Exit planning will involve:

- Referrer
- Parent/carer
- Student
- NYHA staff

## Funding Agreements:

All placements must be supported by:

- Written funding agreement.
- Signed SLA.
- Agreed daily rate.
- Clear review schedule.

NYHA reserves the right to terminate placement if funding arrangements are not maintained.

**Appeals:**

If a referral is declined, appeals may be submitted in writing within 10 working days.

Appeals will be reviewed by:

- A senior leader not directly involved in the original decision.
- Where appropriate, an independent representative.

Outcome will be communicated within 20 working days.

**Complaints:**

Complaints regarding admissions must follow the NYHA Complaints Policy.

**Equal Opportunities:**

NYHA is committed to:

- Equality of access.
- Non-discrimination.
- Inclusive practice.
- Supporting vulnerable groups.

Admissions decisions will not discriminate based on:

- Race
- Gender
- Disability
- Religion
- Sexual orientation
- Socioeconomic background

**Review:**

This policy will be reviewed annually or sooner if:

- Local Authority expectations change.
- Provision expands.
- Legislation changes.
- Safeguarding guidance updates.