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Board approval:	Date:	22 nd May 2023
	Signed:	
	Position:	Trustee
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Substantive changes since last review:	Updated compliance for current legislation	

Admissions Policy

Admission to an Acorn Centre

1. Admission is usually by referral from a supporting organisation (e.g. school, LEA) who is likely to also be the funder for the place. The Acorn Centre is an alternative provision working with young people aged 11 – 16 (secondary school age). All staff, including volunteers, working in the centre have been appointed following safer recruitment practices in line with Keeping Children Safe in Education (latest version in force), including obtaining DBS checks.
2. Admission is conditional upon a successful interview with the young person, their parent/carer(s) and a representative from the referring organisation.
3. It is also conditional on the young person understanding and agreeing to the Student Conduct Agreement.
4. The Acorn Referral Forms must be completed in full. Section 1 is to be completed by the referrer, Section 2 by Acorn staff conducting the referral interview, Section 3 by the referrer and Acorn staff, Section 4 and 5 by the parent or carer and finally section 6 by the parent/carer and young person during the referral interview. The form is designed to answer questions with regard to the information required at registration and prompt parent/carer signatures for different aspects of the programme e.g. e-safety agreements, permission of photographs, permission for education trips and visits etc..

5. Information about the circumstances leading to referral is gathered through the referral form and interview process. It is expected that the centre will be informed of all circumstances that a young person is known to be in, including safeguarding concerns, Child Protection involvement, Police involvement, and any known risks, in line with Keeping Children Safe in Education (latest version in force), to ensure the health, safety and wellbeing of the young person and others.
6. Any EHCPs, Individual/Personal Education Plans, Looked After care plans and other information regarding levels of support should be provided at the interview and prior to the placement starting.
7. Where a young person has an EHCP, Acorn staff must consider whether the Acorn Centre and placement arrangements are sufficient to meet the specific needs and requirements outlined in the Plan, in line with the SEND Code of Practice (latest version in force). If not, the referrer will be advised to make alternative arrangements.
8. Induction will take place during the first two weeks of a placement at Acorn, during which time, staff will assess a students' needs and consider the suitability of the placement. At the end of this period, a review will take place where all stakeholders will decide whether the placement will continue.

Admissions Register.

Upon acceptance to an Acorn programme, the following information must be recorded on our MIS

- The young person's full name
- The young person's Acorn number (SID) (this will be generated automatically by the MIS system)
- The young person's gender
- The young person's date of birth
- The date the young person was admitted to the centre
- The name of the school the young person has been referred from

The following information on parents and carers must also be recorded on the MIS.

- The name and address of every parent and carer of the young person that is known to the centre
- Which of these parents and carers the young person normally lives with
- Emergency contact details of the parents and carers