

May Blossom Farm CIC

Alternative Provision

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Admissions Policy

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| Approved by: | Gill Press |
| Last reviewed on: | 01/09/2025 |
| Next review due by: | 31/08/2026 |
| Head of Alternative Provision | Gill Press |
| Deputy Head of Alternative Provision | Hannah Priest |
| Designated Safeguarding Lead (DSL) | Gill Press |
| Deputy DSL (DDSL) | Hannah Priest |
| Designated Safeguarding Trustee | Russel Breyer |
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This policy was ratified in Sept 2025 and will be reviewed in September 2026

Policy Aim

To provide a fair, transparent and supportive process for considering applications to MBF, ensuring that every young person placed with us has the best chance to thrive in a safe and nurturing environment.

Admissions Criteria

- The young person is of statutory school age (5–16).
- The referral is supported by a school, local authority or other approved professional body.
- The young person may be experiencing barriers to mainstream education such as social, emotional, mental health or behavioural difficulties.
- There is agreement from those with parental responsibility.
- MBF has the capacity and expertise to meet the young person's needs safely and effectively.

Priority is given to children in care or previously in care, recognising their increased vulnerability.

Decisions on admission are at the sole discretion of MBF.

Admissions Procedure

1. Enquiry – Contact made by local authority, school, parent/carer or professional.
2. Application – Referral paperwork submitted (including EHCP if applicable).
3. Review – MBF leadership team considers the referral against admissions criteria.
4. Visit / Assessment – Young person and parent/carer visit MBF; assessment and risk profile completed.
5. Initial Offer – Outcome communicated; where a place is offered.
6. Start Date - onboarding including parent/carer and student and or social care or school if parent/carer not deemed appropriate

Appeals and Complaints

Version 1 Sept 2025 May Blossom Farm Alternative Provision: Review Date August 2026

If a place is not offered, reasons will be shared with the referring body and family. Concerns or appeals can be raised under MBF's Complaints Policy.

Transport

Transport to and from MBF is the responsibility of parents/carers or the commissioning local authority.

Timescales

- Referrals acknowledged within 5 working days
- Initial decision normally provided within 15 working days
- Visits/assessments arranged as soon as possible

Related Policies

- Safeguarding & Child Protection Policy
- Positive Relationships Policy
- Attendance Policy
- SEND Policy
- Comments, Compliments and Complaints Policy

Availability

This policy is published on the MBF website, available in hard copy on request, and can be provided in accessible formats if required.

MBF Admissions Process – Quick Guide

This quick guide sets out the admissions journey at May Blossom Farm CIC (MBF).

1. Enquiry

Initial contact by local authority, school, parent/carer or professional. MBF provides information.

Who: Parent/Carer / Referrer

2. Application

Referral paperwork submitted (EHCP if applicable).

Who: Referring school or local authority

3. Review

MBF leadership team reviews paperwork against admissions criteria.

Who: MBF Senior Leadership Team

4. Visit / Assessment

Young person and parent/carer visit MBF. Risk assessment and learner profile completed.

Who: MBF Staff & Family

5. Decision & Transition

Outcome shared with referrer and family.

Who: MBF & Referrer

Notes:

- Referrals acknowledged within 5 working days.
- Initial decision normally provided within 15 working days.
- Visits/assessments arranged as soon as possible.
- Transport is the responsibility of parents/carers or the commissioning local authority.