



ADMISSION POLICY AND PROCEDURE

Approved / reviewed by:	
SLT body	
Date of last review:	September 2025
Date of next review:	September 2026 (or as appropriate)

This policy is reviewed annually to ensure compliance with current regulations.

Admissions Criteria

Work Skills Learning (WSL) promotes equality of opportunity and positive attitudes towards all young people, irrespective of ability or disability, ethnicity, religion, gender and sexual orientation. WSL fosters an environment where discrimination and harassment cannot flourish, so that young people's needs are met and their full participation within the WSL community is encouraged. WSL accepts young people, usually between 16-25 years of age who:

- May have an EHC Plan or Statement of Special Education Needs.
- May have had a fragmented school experience.
- Often have low esteem as learners.
- Are in need of educational provision that can be tailored to meet their individual needs through small group or individual learning; this may be full-time or part-time at WSL or through home tuition if required.
- May be on the autistic spectrum.
- May have a range of learning needs.
- May be in care.
- May be adopted or cared for by the local authority.
- May display anxious, avoidant or challenging behaviour
- May be gifted and talented but with a phobia of school
- May have an exceptional talent or interest which needs nurturing
- May have complex family circumstances
- Will benefit from a nurturing and holistic approach to learning

Initial Enquiry

Initial enquiries are made through a local authority, school and sometimes directly by parents.

Referrals

Referrals are made by a local authority or school. Following the referral, a WSL senior manager will discuss the specific needs of the student with the referring organisation and documentation supporting the referral will be requested. This will include reports by school/provisions and other professionals, the student's educational history and the EHC Plan or Statement of Special Needs, where applicable.

The referrer or previous educational setting will be asked to complete a Student Profile form which will be used by WSL to help make a decision about our ability to meet the student's needs and to inform future planning.

Initial meeting

Once WSL have ascertained that a student's needs can be met, a meeting will be arranged comprising of the young person, the parent/carer and other relevant people for example, social worker, WSL representative, or LA representative with WSL staff. The purpose of this meeting is to gather more information about the young person in order to make appropriate provision from within WSL resources. Where appropriate, WSL will arrange to meet staff from the previous school placement.

Agreement with placing Local Authority or Referring School

WSL will draw up a contract in relation to each student which will be agreed and signed by the referring organisation authorising WSL to provide educational services for individual students.

Student induction

After agreement has been reached at the initial meeting, the Induction will be arranged for the student at WSL.