



Holden Knight Recruitment Ltd

Admissions Policy

Human Resources v1.2

Review Date: November 2027



Admissions Policy

1. Introduction

- 1.1 At Holden Knight we pride ourselves in providing highly individualised and bespoke education to children and young adults that is tailored to their individual needs. Our services are designed to cater to those who are at risk of exclusion from school or unable to engage with mainstream education.
- 1.2 We pride ourselves on creating a safe and progressive environment for those who haven't engaged with more formal education.
- 1.3 Our curriculum is balanced and tailored to meet statutory requirements while maintaining the ethos of providing choice for the young person. We pride ourselves on being non-discriminatory and welcome students irrespective of their gender, race, religion, ethnic or national origins, disability or special educational needs. We will endeavour to make reasonable adjustments to accommodate children and young people with disabilities.
- 1.4 Each placement request is considered on an individual basis, and our Admissions Policy is aligned with the Equality Act (2010) and Keeping Children Safe in Education (KCSIE 2025). We understand that the admissions process can be complex, and we strive to make it as smooth and stress-free as possible.

2. Admissions Process

- 2.1 We accept referrals from various agencies, schools, and parents, but primarily from the Local Education Authority. Students are often referred to us because their needs cannot be met effectively at mainstream schools or similar establishments.
- 2.2 All admissions are fully considered on a case-by-case basis and goes hand in hand with our referral policy. Upon receipt of a referral, we will review the needs of the young person and ascertain if it falls within our remit as a therapeutic education provider for all key stages. It is important to note that we are not an outreach or enrichment provider and do not deliver courses on Horticulture or hair and beauty for example.
- 2.3 All admissions are overseen by our Senior Management Team with Jane Higgins (Head of Partnerships & Engagement) being the first point of contact. Jane can be reached on 0800 0472312 or 07717068035. Her email address is j.higgins@holdenknight.com
- 2.4 All admissions take account of the need to provide education appropriate to age, ability, aptitude and additional educational needs (AEN). Students can be admitted at any time of year. Where a request for admission is received and there is a place available within the service, the following criteria will be applied:
 - There is a suitably qualified tutor availability within the appropriate year group/ Key Stage
 - Including an additional student in the learning facility will not cause any negative impact on the quality of education provided to the other students, nor will it cause any detriment to the utilisation of resources.
 - There is evidence from professionals that the student will benefit from access to our service.
 - Student, parent/carer and where appropriate social worker and school representative express commitment to the placement.

- 2.5 Upon admission to the service, we will consider the SMART targets and desired outcomes for each learner. We will then match a tutor who can meet the needs of each child or young person and create a schedule/timetable (usually during the school day). Our intervention can legally only support up to 15 hours per week per referral.
- 2.6 SMART learning objectives are goals that are Specific, Measurable, Achievable, Relevant and Time-bound. This framework provide a structured way to create clear, focussed and reachable learning goals that will outline exactly what a learner will achieve, how progressed will be tracked, and by when.
- 2.7 Once a suitable tutor has been matched via our secure platform, we will send out client and tutor formal confirmations, along with a link to our policies to confirm all of the details gathered throughout the referral process. In addition we will:
- Formulate student profiles and make these available to relevant staff
 - If appropriate, ensure education/behaviour management plans/risk assessments, which identify effective strategies, are in place and regularly monitored and reviewed
 - Ensure appropriate resources are available to meet identified needs
 - Respond to any changes in legal requirements and to propose amendments to the policy as appropriate
 - The tutor will accept and then coordinate an initial meeting with the young person and their parent/carer.
- 2.8 Once we decide to progress, we will expect the young person to participate in sessions with their matched tutor(s) in keeping with our Behaviour Policy.

3. Refusal of Admission

- 3.1 The Senior Leadership Team will look objectively at every referral received. In considering the appropriateness of placement they will consider the dynamics of the existing students in our settings, available and suitably qualified tutors, potential identified risks and the service's ability to safely manage these.
- 3.2 Whilst we endeavour to accommodate all young people referred to us, on occasion Holden Knight reserves the right to refuse admission in the following instances:
- We are fully subscribed
 - Where the admission of a student would compromise the Health and Safety of students and/or staff within the service
 - Where admission would not be compatible with the efficient and effective education of others
- 3.3 If we determine that we are not a suitable placement, we will provide a detailed response explaining why following careful consideration.