



## **Brighton Forward Admissions Policy**

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Brighton Forward is committed to reviewing its policies and good practice annually.

Reviewed by:                      Laura Vallone  
Review date:                      18<sup>th</sup> March 2026  
Next review date:                March 2027

## **Introductory Statement**

Brighton Forward is a specialist provision offering a Life and Work Skills Programme. We offer personalised learning opportunities for Post 16 to 25 years with learning differences and social and emotional and mental health needs.

We also offer an alternative provision through our Achievability Programme for Key Stage 4 students. This practical programme supports young people who benefit from a more flexible and supportive environment where they can explore their interests and identify their strengths.

Our aim is to support the Post 16 young person to their next steps by identifying their interests and strengths, leading them to giving students space and time to their chosen pathway whether that is further education, training, employment or independent living. For the Key Stage 4 young person, we offer a safe environment where they can re-set before returning to a more formal educational setting.

## **Admissions to the College**

### **Post 16 Admissions Criteria**

To be considered for admission, the young person must demonstrate the following:

- Potential to engage in community projects and/or work experience placements independently or with support
- Independent personal care, toileting and hygiene awareness
- Active desire to transition to their next step whether that is education, training or employment
- Demonstrates a history of safe and respectful behaviour, with no recent incidents of violence, aggression, or inappropriate sexual behaviour within the last 3 years.
- Commitment to following expected rules and policies of Brighton Forward Ltd

## **Referral and Application Process**

### **Initial Contact and Information Sharing**

- Parents/carers should provide the most recent Education Health and Care Plan (EHCP) and relevant school or college reports to Brighton Forward.

### **Visit and Assessment**

- Parents/carers arrange an appointment to visit Brighton Forward for an initial discussion and tour.
- Brighton Forward staff assess whether the provision can meet the young person's needs based on the visit and documentation.

### **Application Submission**

- If Brighton Forward is deemed suitable, parents/carers complete and submit the application form.

## **Notification to SENAT**

- Parents/carers inform the Special Educational Needs Assessment Team (SENAT) of their intent to apply to Brighton Forward.

## **Annual Review Process**

- An Annual Review meeting is arranged where the young person and parents/carers formally name Brighton Forward as the preferred placement.
- This review includes discussion of the young person's needs, aspirations, and how Brighton Forward can support their transition and development.

## **Final Admission Decision**

- Brighton Forward, in collaboration with SENAT and other relevant stakeholders, confirms the admission based on suitability and availability.

## **Alternative Provision Key Stage 4 Admissions Criteria**

This policy outlines the admission arrangements for Key Stage 4 (KS4) students attending Brighton Forward Alternative Provision (AP). The provision supports students aged 14–16 who require a personalised, supportive and structured educational environment to re-engage with learning and make progress towards their next steps.

Brighton Forward AP operates as a short-term, intervention-based provision, working in partnership with referring schools, local authorities, and families.

### **Students may be considered for a placement where:**

- They are on roll at a mainstream or specialist school (the home school retains responsibility)
- They are in Year 10 or Year 11 (ages 14–16)
- They require additional support due to:
  - Social, Emotional and Mental Health (SEMH) needs
  - Risk of exclusion or disengagement from education
  - Anxiety-based school avoidance
  - Behavioural needs impacting access to mainstream learning
- They may have an Education, Health and Care Plan (EHCP), but this is not essential

Placements must be appropriate to Brighton Forward's offer and risk-assessed as safe for the individual, peers, and staff.

## **Referral Process**

All KS4 AP placements must be made via a formal referral. Referrals are typically received from:

- Home schools
- Local Authorities (e.g. SENAT / Inclusion Teams)

## Assessment and Admission Decision

Following referral, Brighton Forward will:

1. Review all documentation
2. Conduct a pre-placement assessment, which may include:
  - Visit to current setting
  - Meeting with the student and family
  - Discussion with the home school and professionals
3. Assessment to ensure safe placement

Admission decisions are based on:

- Suitability of provision to meet need
- Ability to maintain a safe environment
- Capacity within the provision

The final decision rests with Brighton Forward in consultation with the referring school/local authority.

### **Placement Agreement**

All placements must be agreed through a written placement agreement between Brighton Forward and the referring school/local authority.

### **The home school retains responsibility for:**

- Safeguarding oversight
- Attendance monitoring (in collaboration with Brighton Forward)
- Examination entries
- Overall educational outcomes

Reasonable adjustments will be made to support transition and reduce anxiety.

### **Review and Monitoring**

Placements are reviewed regularly, typically half-termly, and include:

- Progress against targets (aligned to EHCP outcomes where applicable)
- Attendance and engagement
- Behaviour and wellbeing
- Feedback from student, staff and home school

A formal review will determine whether the placement should:

- Continue
- Be adjusted
- Transition back to mainstream
- Move to a different provision

### **Safeguarding**

Safeguarding is paramount throughout the admissions process.

- All safeguarding information must be shared prior to admission
- Brighton Forward will liaise directly with the home school DSL
- Risk assessments must be in place before a start date is agreed if required
- Any concerns during placement will be communicated immediately in line with safeguarding procedures

Failure to disclose relevant safeguarding information may result in placement refusal or review.

### **Admissions Constraints**

Brighton Forward reserves the right to decline or delay admission where:

- The provision cannot safely meet the student's needs
- Risk to staff or other students is deemed too high
- Required information is not provided
- Capacity has been reached

### **Equality and Inclusion**

Brighton Forward is committed to:

- Equal access to provision
- Non-discriminatory admissions practices
- Making reasonable adjustments in line with the Equality Act 2010

All decisions are made in the best interests of the student and the wider cohort.

### **Transition and Exit Planning**

From the point of admission, planning will begin for the student's next steps.

This may include:

- Reintegration to home school
- Transition to specialist provision
- Progression into Post-16 education or training

Brighton Forward works collaboratively to ensure positive, sustainable outcomes.