



Aspire AP Schools (Blueprint, CSEC and The Wycombe Grange) Admissions Policy

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Contents

1. Purpose
2. Admissions criteria
3. Admissions process for permanently excluded students
4. Admissions process for 12-week preventative placement
5. Admissions process for the 12 week Finding My Voice placement

1. Purpose

Aspire AP Schools is the term used to describe Aspire's three Alternative Provision or PRU settings: Blueprint, CSEC and The Wycombe Grange. This admissions policy outlines how students gain places at Aspire AP Schools. Aspire Shortenalls and Aspire Medical Provision both have a separate admissions policy.

2. Admissions criteria

Aspire AP Schools provide education for children and young people of secondary age who are unable to attend a mainstream school. At KS3, students are placed at Aspire AP Schools on a temporary basis. At KS4, students could be placed temporarily or until the end of their year 11. Children attending the schools include:

1. Children who have been permanently excluded from their mainstream school
2. Children who have been identified by their mainstream schools as at risk of exclusion, and who have been accepted by Aspire Schools for a placement
3. Children with poor school attendance
4. Children whose needs cannot be met at mainstream and where Aspire is seen as a suitable alternative

3. Admissions process for permanently excluded students

Once Aspire AP Schools has been notified of a permanent exclusion, the Aspire Admissions Officer will collate educational, pastoral and safeguarding information from the child's mainstream school and other relevant professionals.

The Admissions Officer will take the student to a referral panel meeting with the Executive Headteacher and Heads of School, who will decide which school it is most appropriate that the student attend. The Executive Head's decision regarding this matter is final.

The Admissions Officer will then arrange an admissions meeting with the relevant Head of School, and make a request to the local authority to put transport in place, if appropriate.

Aspire AP Schools are committed to providing education from the 6th day, as per our legal duty and SLA. If this is not possible due to an issue at Aspire Schools, we will send work home for the 6th day onwards. If a timely start has not been possible due to delays with local authority transport, we will provide education at school if parents can arrange to transport their child to school for the period until local authority transport is in place.

4. Admissions process for a 12 week preventative placement

When Aspire AP Schools receives a referral request from a school, the Admissions Officer will check that the information is complete. If it is not, it will be sent back to the referring school. Incomplete paperwork will not be considered.

The Admissions Officer will convene a referral panel every two weeks with the Executive Headteacher and the Heads of School, to consider referrals from schools. Aspire schools will offer a place if:

- we feel that we can meet a students' needs better than they are being met in their current setting, and
- accepting the student would not adversely affect the education of existing Aspire students

The Executive Headteacher's decision about whether to accept a referral is final.

Once Aspire AP Schools have accepted a referral request, the Aspire Admissions Officer will contact the mainstream school to inform them of this, collate any safeguarding information that was not included in the referral process, and agree a start date.

The start date will usually be within 3 weeks of the referral panel, if we have space in Aspire AP Schools. There may be delays to this if Aspire Schools cannot access the information required for starting from the mainstream school, parents, and/or other professionals.

If Aspire AP Schools are full, we will work with the school to agree a start date as soon as is possible. We will run a waiting list system, so that children who were referred first receive the first places to become available when other children return to mainstream. The waiting list will be prioritised by:

- Local Authority advice about urgency and need
- Children who are looked after or who have been previously looked after
- Date of referral
- Date of full information being provided to Aspire

Once a start date is agreed, the Admissions Officer will then arrange an admissions meeting with the relevant Head of School, and make a request to the local authority to put transport in place, if appropriate. The pupil will be dual registered from the morning session of the agreed start date. For the purpose of the school census, the pupil will always be dual main registered at their mainstream school and dual subsidiary registered at Aspire.

5. Admissions process for a 12 week Finding My Voice placement

We take three cohorts for the Finding My Voice (FMV) programme each academic year, one each term. Schools may refer a young person into the next cohort as long as they fulfil our eligibility criteria.

We will work together with the referring school and parents throughout the programme, to ensure that the transformative work is as effective and long-lasting as possible.

Please see the FMV prospectus for further detail.

Once Aspire AP Schools have accepted a referral request, the Aspire Admissions Officer will contact the mainstream school to inform them of this, collate any safeguarding information that was not included in the referral process, and inform of the cohorts start date and the induction process.

For the purpose of the school census, the pupil will always be dual main registered at their mainstream school and dual subsidiary registered at Aspire and will always return to the referring school at the end of the 12 on-site programme, where they will receive a further 12 weeks of Outreach support in school.