

Admissions Policy



Approved by:	CEO	Date: 09/05/2023
Reviewed by:	Head of School	
Last reviewed on:	21/05/2025	
Next review due by:	10/05/2026	

Aims

Statement of intent: Releasing Potential provides a range of educational programmes supporting students of secondary age and post 16 in Hampshire and West Sussex who are not able to access education through mainstream schools. Releasing Potential believes that all students should have access to appropriate curriculum to ensure they achieve their potential and are not disadvantaged in comparison to their peers accessing education in mainstream settings.

This policy aims to:

Explain how to apply for a place at the school

Set out the school's arrangements for allocating places to the pupils who apply

Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

School Admissions Code 2021

School Admission Appeals Code

How to apply

In order to make a referral parents should contact the Local Authority SEN Service in their area. The child should have an Education, Health and Care Plan (EHCP) so that funding is in place.

The local authority will consult with Releasing Potential and other settings they consider appropriate, even if the parent named the school on the EHCP as parental preference.

Admission criteria

- Pupils with identified Social Emotional and Mental Health (SEMH) issues needs can best be met through the stability of a long-term placement at Releasing Potential
- Pupils permanently excluded from mainstream school or attending a specialist provision for students with SEMH
- Pupils new to the authority with a history of disrupted education or previously educated in an Alternative provision setting for whom a school placement cannot be identified.
- Pupils positively referred for alternative provision on either a full-time or part-time basis.

Referrals

The local authority will provide the school with a copy of the child's Education, Health and Care Plan and any additional information they feel is relevant. The local authority referrals are filtered at RP according

to the need, the geographical location and age of student, then discussed with Head of School who will decide what RP can offer. If appropriate, the Head of School will then formally express interest to the local authority. The Head of School will consider the information in the EHCP, and any additional information provided by the local authority and decide what capacity is available.

Each student whom the Panel decides RP can work with will be invited, with parent or carer, to an interview with RP staff and given the opportunity to look around the site. In the case of one-to-one students, or those who are extremely anxious, the interview may take place at their home. If the interview results in RP being able to offer a place, Releasing Potential will confirm the offer to the local authority. Once the placement has been confirmed by the local authority, the school will contact parents to arrange a start date. The school is unable to contact parents until given permission by the local authority. See student journey information attached.

[RP StudentJourney School v1 2025.pdf](#)

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed via The Local Authority why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you can request a meeting with a person from the local authority. This might mean they can address your concerns without having to go to a tribunal.