

Journey Education Group Admissions and Induction Policy

September 2026



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Admission Arrangements

The primary aim of the Journey Education Group is to provide early intervention for schools and pupils and help re-engage pupils with their learning in a mainstream setting. In addition, we aim to help students achieve GCSE's where they will not be able to return to the mainstream setting. Due to this, the majority of placements at the Journey Education Group will be short term, dual registered which will be subject to regular review. Full time or longer-term placements will be available where it is clear that a return to mainstream school would not be appropriate.

Journey Education Group will only admit pupils to the provision in line with the admissions policy and following referral from a centre, a maintained school or by a Local Authority.

Journey Education Group will be run in accordance with all equalities law. It will admit pupils aged between 6 and 18 years who have been referred to the school's admissions panel through one of the referral routes set out below:

1. Referred by a Centre which may send pupils off-site to an alternative provision centre as part of early intervention measures to address behaviour
2. Named pupils on application from the local authority, in accordance with a School Attendance Order¹ after consultation with the Secretary of State.
3. Referred by a maintained school or Centre may when they have a duty under Section 100 of the Education and Inspections Act 2006².
4. Referred by the local authority where they have a duty under section 19 of the Education act 1996³.
5. Referred by a maintained school under powers set out in section 29(A) of the

Journey Education Group does not accept applications from parents/carers or self-referrals from potential pupils through to the Alternative Provision, but does have a private provision that can be recommended.

¹Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at Journey Education Group but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

²Section 100 of the Education and Inspections Act 2006 requires maintained schools and Academies to arrange full-time education for pupils on a fixed period of exclusion of more than five days from the sixth day of the exclusion.

³Section 19 of the Education Act 1996, and regulations made under that section, require a local authority to make arrangements (from the sixth day of exclusion where a pupil has been permanently excluded) for the provision of suitable, full time (unless there are medical reasons as to why this would not be appropriate) education at school or otherwise for a child of compulsory school age who, for a range of reasons, would otherwise be without education.

⁴Section 29A of the Education Act 2002 provides that governing bodies of maintained schools may direct a pupil off-site 'for purpose of receiving educational provision which is intended to improve pupil behaviour.

Pupil Admission Numbers

Journey Education Group – Alternative Provision has a published pupil admission number of either

- 14 places for Primary
- 14 places for KS3
- 14 Places for KS4

As the school will operate with predominantly short-term and part-time placements the admission numbers should allow for considerable flexibility in meeting commissioner's needs.

Pupils will not be admitted above the published admission number.

Specialisms

JEG will specialise in providing places for:

- Those who have been permanently excluded or who are at risk of permanent exclusion
- Students who will suffer from and /or in danger of not completing GCSEs
- Students who have a vested interest in academia, but mainstream is not proving a successful learning environment for the academic journey

Admission Procedures

The referral procedure is as follows:

1. Applications for a placement must be made on the Journey Education Group referral form or through the LA Inclusion Panel – this can be found in Appendix A and on our website. All referral forms need to be accompanied with the pupil's most recent IEP or behaviour plan
2. Journey Education Group will discuss potential referrals both with commissioners and the pupil's parents/carers, where a pupil is not already known to the Journey Education Group.
3. Final decision upon admission will lay with the Journey Education Group Senior Management team.

Induction Process

- Once the admissions meeting has taken place, we will arrange a visit for parent/carer and student
- We may ask for an induction session for the student to ensure suitability of placement
- A student handbook will be provided with information about the provision, policies and key contacts
- A data collection form will be sent and requested to be returned prior to the agreed start date

Pupil registration and information sharing

The numbers on roll at the Journey Education Group will fluctuate throughout the academic year. Journey Education Group will make sure that all pupils are registered accordingly in line with section 434 of the Education Act 1996. All part-time pupils or those attending on early intervention or on a fixed term exclusion will remain on the register at the commissioning school and with Journey Education Group (dual registration). A pupil attending which has been permanently excluded will be removed from the parent schools register and be single registered at Journey Education Group.

Oversubscription Criteria

The Journey Education Group aims to be flexible in its approach to placement requests and will at all times strive to offer a part-time placement as a minimum to commissioners. In the case of oversubscription, after the admission of pupils with statements of Special Educational Needs where Journey Education Group is named on the statement, the following criteria will be applied:

1. Looked After Children who are in public care and previously Looked After Children
2. Following that, pupils will be offered a place at Journey according to individual need and whether these can be best met by a placement at the provision. Additional information from commissioners will be requested to make an informed judgement as follows:– Evidence from any professionals or supporting agencies stating that placement at the Journey Education Group would meet the pupils needs
 - Details of strategies and support implemented in school and the current level of provision in place for the pupil
 - Number and duration of fixed term and permanent exclusions in the preceding year. Those pupils with the highest number of exclusions will take precedence

Placements will be offered initially to pupils where the commissioning school can evidence that another professional or external agency has recommended or supported a referral.

Priority will then be given pupils where the commissioning school can demonstrate that they have fulfilled all of the criteria for pupils at school action plus as recognised in the SEN code of practice.

Appeals

Admissions Appeals arrangements are not statutory regarding AP schools. However, at Journey Education Group we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures.

Commissioners have the right of appeal against the refusal of a place at the Journey Education Group for which they have applied. Commissioners wishing to appeal must contact the Chief Executive at the Centre.

The Commissioner of any child who is refused a place at Journey Education Group has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are independent of the school Body and the Local Authority. The panel will consider the circumstances of the case put before them. Both the Journey Education Group and the Commissioner must abide by the decision it makes

Journey Education Group

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