Date of Policy	**October 2026**
Date of Review	**October 2027**

Admissions Policy

Purpose

The purpose of this policy is to set out our admissions policy to demonstrate that admissions will be fair, open and transparent and will enable Hood Hill Equestrian to meet the needs of its young people. We are committed to supporting vulnerable children and young people and will ensure we can meet their particular needs before they are offered a place.

Scope

This policies applies to all children and young people seeking to undertake an alternative provision place at Hood Hill Equestrian.

Policy Statement

Hood Hill Equestrian has been established to deliver education to young people (11+* secondary aged young people and above, with the exception of summer transition for 11year olds, if high schools are in support) who would benefit from a placement away from mainstream education or who are not in employment or training. Young people are likely to have been permanently excluded, at risk of permanent exclusion or have special education needs or disabilities. Young people may also be at risk of becoming socially excluded with income below the poverty line and without the skills to improve their economic situation.

The aim of Hood Hill Equestrian is to re-engage young people into education and support progression to employment, training or further education.

Aims of the policy

The aim of this policy is to ensure a placement at Wirral Riding Centre based on the following criteria:

1. That we can offer the young person learning and support suitable for their needs

2. That the young person can be supporting by current staffing levels

3. That a funding route has been established and agreed by Wirral Riding Centre

Young people who pose a significant safety risk to themselves or others will not be accepted at Wirral Riding Centre.

Roles and Responsibilities

- The Alternative Provision Team are responsible for writing and implementing this policy

- Significant findings of all Alternative Provision admissions and referral issues will be reported to all members of the Alternative Provision Team

- The admission and referral requirements are monitored and reviewed regularly by the Alternative Provision Team

Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership
- Wirral Riding Centre recognises the need for specific measures to ensure a fair admissions process for each of these groups
- This policy and all other associated policies and documents take this into account

Wirral Riding Centre will provide Alternative Provision education for young people up to 18hours a week, across 39 weeks a year.

Referral arrangements

Referrals can be made through on of the following referral routes:

- Referred by the mainstream school
- Referred by the Local Authority
- Referred by the parent/carer
- All Hood Hill Equestrian referrals must be made through the Alternative Provision.

Registration arrangements

- Where young people are on the roll of a school and attend sessions at Hood Hill Equestrian the young person will be registered on the portal by Hood Hill Equestrian on the days they attend. This can be seen and attendance marks amended by their current school. All young people not attached to Hood Hill Equestrian settings will be registered using Hood Hill Equestrians n house attendance register.
- In case of absence, we would expect parents/carers and/or the educational setting to contact Hood Hill Equestrian to let staff know

Referrals Procedure

1. An initial enquiry is received at Hood Hill Equestrian via phone, email or website

2. All parents/carers will complete a contacts and permissions form giving basic contact details and additional information for each young person
3. All settings (prior to March 2024) will complete a form giving details and additional information for each young person
4. All settings (after March 2024) will complete the Guild of Alternative Education Referral form