THE ALTERNATIVE SCHOOL GROUP LTD

Admissions Policy

This policy is aligned to the School Attendance (Pupil Registration) (England) Regulations 2024, DfE statutory attendance guidance updated 9 July 2026, current Children Missing Education guidance, the Independent School Standards and the ISI/Ofsted inspection arrangements in force in September 2026. Local authority forms and submission routes must also be followed.

Author:	**HB**
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Note: This policy has been developed and reviewed by The Alternative School Group Limited using internal expertise, professional judgement, current statutory guidance and appropriate digital tools. Final approval and responsibility for the policy rests with The Alternative School Group Limited.

1. Policy statement and aims

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The Alternative School Group Ltd (TAS) is committed to an inclusive, safe and lawful admissions process which places the needs, welfare and education of each pupil at the centre of decision-making. TAS provides education for boys and girls aged 2–18 who may not be succeeding in mainstream or special-school settings and aims to provide a holistic, therapeutic and personalised approach.

Early Years and Nursery Admissions – Evergreen Forest Nursery

TAS provides nursery provision for children aged 2 to 4 years at Evergreen Forest Nursery. The nursery provision forms part of the school's early years arrangements and admissions procedures must reflect the child's age, stage of development, safeguarding needs and the requirements of the Early Years Foundation Stage (EYFS).

Before admitting children aged 2 years, the proprietor must ensure that the school's registered age range and any associated registered capacity or premises arrangements have received any required prior approval from the Department for Education. The school will not admit pupils outside its approved registered age range.

The school will confirm and retain evidence of the regulatory basis on which the Evergreen Forest Nursery early years provision operates, including whether the provision is exempt from separate Ofsted Early Years Register registration or is separately registered. This will be reviewed whenever the organisation, premises, management or age range of the provision changes.

For each nursery child, the school will collect the statutory admission information applicable to the school register together with early years information necessary for safe care and education. This will include emergency contacts; parental responsibility; medical conditions, allergies and medication; dietary needs; SEND and reasonable adjustments; safeguarding and professional involvement where relevant; funding eligibility and funded-hours information where applicable; authorised collection arrangements; permissions and consents; and information needed to support transition and the child's learning and development.

The nursery will follow the EYFS requirements applicable to the provision, including safeguarding and welfare, learning and development, assessment and the progress review between ages 2 and 3 where required. Information will be shared with parents and carers and, where appropriate, relevant professionals in accordance with safeguarding and data-protection requirements.

Admission decisions for nursery places will be made fairly and consistently, having regard to available places, the school's approved registration and capacity, the needs of the child, the school's ability to make reasonable adjustments and any applicable funding or commissioning arrangements. A child will not be refused admission solely because they have SEND or a disability where this would be unlawful discrimination.

The agreed starting date, actual first attendance, attendance arrangements and any subsequent leaving or transfer will be recorded in accordance with the legal requirements applicable to the child and the school. The school will maintain a clear audit trail for nursery joiners and leavers.

The aims of this policy are to ensure that admissions are fair and transparent; the school holds the information needed to safeguard and support pupils; the statutory admission register is complete and accurate; joiners and leavers are managed lawfully; and leaders can demonstrate compliance readily during ISI, Ofsted or other regulatory inspection.

2. Legal and Regulatory Framework

This policy should be read and implemented with the following requirements and guidance, as amended from time to time:

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- The Education Act 1996, including requirements relating to pupil registration.
- The School Attendance (Pupil Registration) (England) Regulations 2024 (“the 2024 Regulations”).
- The Education (Independent School Standards) Regulations 2014, as amended, including the requirement to maintain admission and attendance registers in accordance with the 2024 Regulations.
- DfE, Working together to improve school attendance (statutory guidance), updated 9 July 2026.
- DfE, Children missing education: statutory guidance for local authorities and schools.
- The Equality Act 2010, including duties relating to disability and reasonable adjustments.
- The Children and Families Act 2014 and SEND Code of Practice, where applicable.
- Keeping Children Safe in Education and the school’s safeguarding/child protection procedures.
- UK GDPR and Data Protection Act 2018, including the school’s privacy notices and retention arrangements.
- The current ISI inspection framework/handbook or Ofsted independent-school inspection toolkit and operating guidance, according to the school’s inspectorate.

3. Scope and Responsibility

This policy applies to all TAS registered school sites and to all pupils admitted to the school, including pupils above or below compulsory school age. The proprietor has ultimate responsibility for ensuring compliance. Day-to-day administration may be delegated to appropriately trained staff, but accountability remains with the proprietor and school leadership.

- The Headteacher ensures this policy is implemented and reviewed.
- The Designated Safeguarding Lead (DSL) oversees safeguarding information, missing-education concerns and safe transfer of child-protection records.
- The SENCO oversees identification of SEND, reasonable adjustments and appropriate provision; admission to TAS does not itself mean that a pupil has SEND.
- Admissions/administrative staff maintain the electronic admission register, evidence local-authority returns, and preserve the required audit trail.

4. School Context, Sites and Capacity

TAS is non-denominational and provides education for pupils aged 2–18 across various campuses and provisions. Capacity is monitored across sites in line with DfE registration figures.

5. Equality, Inclusion, SEND and Reasonable Adjustments

TAS welcomes referrals from a wide range of pupils and will not unlawfully discriminate in admissions or in the provision of education. Decisions will take account of the pupil’s needs, the school’s registered age range and capacity, whether TAS can safely and reasonably meet identified needs, and any duties arising from an EHC plan or other statutory arrangements.

All pupils’ individual needs are assessed during admission and induction. Pupils are not placed automatically on the formal SEND register solely because they attend TAS. Where assessment identifies special educational needs, this is recorded and supported in accordance with the SEND Policy. Reasonable adjustments for disabled pupils are considered and implemented where required.

6. Referral and application process

Referrals may be made by schools, local authorities or parents/carers. TAS will ordinarily work with the commissioning school or local authority to clarify placement, funding and information-sharing arrangements. Self-funded placements may be considered in accordance with the school’s contractual and safeguarding arrangements.

1. Initial enquiry/referral is received by the referrals team.

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2. TAS obtains sufficient information to consider suitability, safeguarding, SEND, medical needs, curriculum requirements, attendance history and any reasonable adjustments.
3. A meeting/visit and, where appropriate, a taster session may be arranged.
4. If a place is offered, TAS and the person with control of the pupil's attendance agree the pupil's starting day and placement arrangements in writing.
5. A compulsory induction is completed with the pupil and parent/carer, with relevant policies, practical information, permissions and review arrangements explained.

7. Oversubscription and Prioritisation

Where a chosen site is at capacity, TAS may discuss an alternative registered site or a later start, subject to suitability and lawful placement arrangements. Where the school has more suitable applicants than available places, decisions will be made consistently, transparently and without unlawful discrimination. The school will give particular consideration to safeguarding vulnerability, looked-after and previously looked-after status, statutory SEND/EHC plan arrangements, the pupil's needs and whether the school can safely meet them. Any published priority criteria must be applied consistently and reviewed for compliance with current law and contractual/commissioning arrangements.

8. Information Collected Before or at Admission

TAS distinguishes between (a) information that must appear in the statutory admission register and (b) wider pupil information collected because it is necessary for safeguarding, education, welfare, SEND, commissioning or administration. Wider information is held in the pupil record/MIS and does not become a statutory admission-register field merely because TAS collects it.

9. Statutory Admission Register: Required Information

The admission register is kept electronically. For each registered pupil TAS records the information required by regulation 8 of the 2024 Regulations:

- Full name.
- Name that the pupil uses at school.
- Sex.
- Current address.
- The full name and address of each parent/carer.
- Which parent(s)/carer(s), if any, the pupil normally lives with and at least two telephone numbers at which each such parent/carer can be contacted in an emergency.
- Day, month and year of birth.
- Day, month and year of the pupil's starting day at TAS.
- Name and address of the last school attended, if any.
- Where a parent has notified TAS that the pupil will in future normally live with a parent at another/specified address: that address, the full name of each parent the pupil will normally live with, and the date the pupil will start normally living there.
- Where TAS is aware that the pupil is or will be attending another school in the circumstances specified by regulation 8: the name of that school and the date attendance started/will start.

Any change to the prescribed information is entered in the admission register as soon as reasonably possible.

10. Starting Day and Entry on the Register

Where admission is by agreement, the pupil's "starting day" is the first day agreed between TAS and the person with control of the pupil's attendance as the day the pupil will attend; if no day has been

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agreed, it is the first day the pupil attends. The pupil's name must be entered in the electronic admission register on that starting day, before or at the beginning of the first school session.

A prospective pupil must not be treated as a registered pupil before the statutory starting day. Any pre-admission administrative record must be clearly distinguished from the live admission register.

11. Local Authority New-Pupil Returns

Except for the statutory exception for a pupil admitted to the school's most junior class on the first day of the school year, TAS makes a new-pupil return to the relevant local authority by the end of the fifth day after the day the pupil's name is entered in the admission register. The return contains all information about the pupil entered in the admission register. Where the local authority requests return for pupils within the statutory exception, TAS complies with that request. Evidence of submission is retained.

12. Electronic Register, Amendments, Backups and Retention

- The admission register is electronic.
- An electronic or printed back-up copy is made at least once each month. TAS may back up more frequently.
- When an entry is amended, the system/audit record preserves the original entry, amended entry, reason for amendment, date of amendment and name of the person making the amendment.
- Each register entry is preserved for six years beginning with the day the entry was made.
- Each required back-up copy is preserved for six years after the end of the school year to which it relates.
- The register and required back-up copies are available during school hours for examination by relevant authorised office-holders, including inspectors and authorised local-authority officers, and extracts may be taken where lawfully required.

13. Wider Admission and Induction Information

According to need and lawful purpose, TAS will normally obtain and record the following outside the statutory admission-register fields:

- UPN/former UPN where applicable; year group/key stage; TAS site; placement type; referrer/commissioner and funding arrangements.
- SEND status, identified needs, EHC plan details, responsible local authority, provision and reasonable adjustments.
- Looked-after/previously looked-after status and relevant professional contacts where applicable.
- Safeguarding information and confirmation that the child-protection file has been requested/received/transferred securely.
- Medical conditions, allergies, medication, healthcare plans, dietary and accessibility requirements.
- Emergency contacts, transport and authorised collection arrangements where relevant.
- Previous attendance, attainment and assessment information needed to plan provision.
- Permissions/consents where consent is the appropriate lawful basis or school permission is operationally required.
- Induction, baseline/initial assessments, support plan/IEP and review arrangements.

14. Pupil Identity and Evidence

TAS takes reasonable steps to establish that pupil identity and core information are accurate. A birth certificate, passport or other reliable evidence may be inspected where proportionate and appropriate. Verification is distinct from retention: copies of identity documents are retained only where TAS has a clear lawful purpose, in accordance with its privacy information and retention schedule. Lack of a

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particular identity document will not by itself be used to unlawfully deny education or delay safeguarding action.

15. Safeguarding Information and Transfer of Records

Safeguarding information is obtained and handled in accordance with the school's Safeguarding and Child Protection Policy and Procedures, and current statutory guidance. The DSL ensures that relevant child-protection information is requested promptly from the previous setting and that safeguarding records are transferred securely when a pupil leaves. Where a pupil's destination is uncertain, or there are concerns about whereabouts or safety, the school follows Children Missing Education and safeguarding procedures without delay.

16. Attendance from the first day

Once registered, the pupil is included in the attendance register and attendance is recorded for each required session in accordance with the 2024 Regulations and the school's Attendance Policy. Failure to attend on or after the agreed starting day is followed up promptly as an attendance and safeguarding matter. TAS does not delay entry on the admission register simply because a pupil fails to attend on the agreed starting day.

17. Dual Registration / Attendance at Another School

Where a pupil is registered at, or will attend, another school in circumstances covered by the 2024 Regulations, TAS records the other school and relevant start date and ensures registration and attendance coding arrangements are agreed and understood. Dual registration does not permit deletion from TAS's register unless a statutory deletion ground is satisfied.

18. Leaving TAS and Deletion from the Admission Register

For a pupil of compulsory school age, TAS deletes the pupil's name only when one of the statutory grounds in regulation 9 of the 2024 Regulations applies and every condition attached to that ground has been satisfied. A pupil is not removed merely because a placement has ended, funding has ceased, a parent has requested removal, or the pupil has stopped attending, unless the applicable statutory deletion ground is established.

TAS will not retrospectively delete a pupil. Where a regulation 9 ground requires reasonable enquiries, local-authority involvement, consent or another specified condition, deletion will not take place until those requirements have been met. For pupils who are not of compulsory school age, TAS applies the relevant regulation 9 provisions.

19. Local Authority Deletion Returns

When a pupil's name is deleted, other than the statutory exception relating to certain pupils leaving the school's most senior class at or after the end of the final term, TAS makes the required deletion return to the local authority and records evidence of submission. The return includes the information prescribed by regulation 13, including the pupil's full name and address; parent information and emergency contact details; relevant future-address/other-school information; and the regulation 9 circumstance relied upon. TAS follows any lawful local-authority request applying the statutory exception.

20. Children Missing Education and Reasonable Enquiries

TAS treats unexplained absence and uncertainty about a pupil's whereabouts as safeguarding matters. Where a deletion ground requires joint reasonable enquiries with the local authority, TAS records the enquiries made, outcomes, contacts, decisions and authorisation. In particular, the school

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does not use prolonged absence as an administrative shortcut to off-roll a pupil. Where the destination is unknown or concerns remain, the DSL and relevant local authority are involved, and the Children Missing Education procedure is followed.

21. Data Protection and Confidentiality

Personal information collected through admissions is processed in accordance with UK data-protection law, the school's privacy notices, information-security arrangements and retention schedule. Access is restricted to staff who need the information for their role. Information is shared without consent where there is another lawful basis or a safeguarding/legal duty to do so. The school will not rely on blanket consent where consent is not the appropriate lawful basis.

22. Monitoring and Inspection Assurance

The Headteacher/Principal or delegated senior leader will carry out periodic checks of the admission register and joiner/leaver records. Checks should confirm:

- All current pupils are on the electronic admission register and attendance register.
- Regulation 8 information is complete and current.
- New-pupil returns have been made within the statutory timeframe and evidence retained.
- Every leaver has a documented regulation 9 deletion ground and evidence that all conditions were met.
- Deletion returns and destination information are evidenced.
- Monthly register back-ups and six-year retention requirements are being met.
- Amendments retain the required audit trail.
- Safeguarding and SEND information has been requested, received and transferred appropriately.
- The register can be produced promptly for ISI/Ofsted/authorised officers.

23. Complaints, Review and Policy Control

Questions about admission decisions should first be raised with the Headteacher/Principal or referrals team. Complaints are handled under the school's Complaints Policy. This policy is reviewed at least annually and sooner where legislation, statutory guidance, inspectorate requirements, registration particulars or school practice changes materially.

Appendix A – Statutory Admission-Register Field Checklist

Field	When required	Inspection check
Full name; name used at school; sex; DOB	Every pupil	Complete and matches current records
Current address	Every pupil	Current and updated promptly
Full name and address of each parent	Every pupil	Each parent recorded, not only main contact
Parent(s) normally lived with + emergency telephone for each such parent	Where applicable	Living arrangements and two emergency number(s) clear
Starting day	Every pupil	Matches agreed statutory starting day
Last school name and address	If any	Recorded where applicable
Future normal residence	If parent has notified school	Address, parent(s), start date

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Field	When required	Inspection check
details		
Other school + start date	Where regulation 8(4)-(5) applies	Dual/other-school arrangement clear

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