



Admissions Policy

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Next review Date: 11th December 2026

Written by: Sarah McIntosh

Approving Trustee: Kristy Pascoe

Policy Introduction

Bromsgrove Youth and Community Hub (hereafter referred to as The Hub) is committed to delivering high-quality, young person-centred care, nurturing, and education. This Admissions Policy sets out a fair, consistent and transparent approach to admissions into The Hub's Alternative Provision.

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Section 1. Who we are & key terms of this policy.

Name of Organisation: Bromsgrove Youth and Community Hub

Address:	22 Market Street Bromsgrove Worcestershire B61 8DA
Tel No:	07717 438427
Email address:	info@thehubbromsgrove.org
Charity Number:	1190592
Insurance:	Insurance – Public Liability Insurance

The Hub acts as a resource for young people aged between 8 -19 (25 where additional needs have been identified) within the County of Worcestershire and neighbouring local authority areas, by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

- (1) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (2) advancing education;
- (3) relieving unemployment;
- (4) providing recreational and leisure time activity in the interests of social welfare with a view to improving their conditions of life;
- (5) giving the young people of Bromsgrove a base where they can speak to professionals on a range of topics including relationship advice, mental health support, self-esteem and sexual health;
- (6) where young people are able to access mentoring and counselling and have a safe space where they can go with their friends or if they need support;
- (7) benefitting the wider Bromsgrove community by, tackling concerns of anti-social behaviour and a place where they can meet professionals and gain support themselves.

Policy key terms explained:

“Leader” is a Session Leader, Manager or Senior Youth Worker who oversees the provision.

“Leadership” is the organisation’s Trustees and Management Committee.

An “employee” is a paid member of staff of The Hub.

A “volunteer” is anyone who volunteers for The Hub, including Directors/Trustees.

A “worker” is used to mean an employee or a volunteer.

A "child" is anyone under the age of 18. This is regardless of their personal circumstances; whether they are living at home or living independently; are a child of a service user; are in further education; are a member of the armed forces; or live in hospital, prison or a Young Offenders’ Institution.

We use the term “young person” to refer to those children under 18 but in their teens and engaged with our services.

“Provision” within this policy refers to our alternative educational provision at The Hub.

The “organisation” is Bromsgrove Youth and Community Hub (The Hub).

2. Context

Pupils who need a short stay or have been permanently excluded from their mainstream school will be referred to The Hub by the local authority and schools.

As an alternative school provision, we recognise that this can be a challenging and stressful time for the child and their family and carers. The purpose of the Admissions Policy is to provide care and support to sensitively help the parents/carers and child through the transfer process and to ensure that pupils and their parent/carers receive accurate information and guidance from The Hub on their options and choices following the referral.

In this policy we aim to:

- Provide an admission process that is fair and comprehensive.
- Explain the process for admissions so that families, carers and pupils know what to expect at each stage.
- Support pupils and their parent/carers through the process.
- Explore the reasons for the referral.
- Fully explain to parent/carers the responsibilities and duties of The Hub.
- Fully consult with parent/carers and pupils throughout the process.
- Create and maintain a positive, purposeful working relationship with the pupil and parent/carer.

This policy relates to the alternative school provision's duty to support families and pupils so that they fully understand and engage in our approach, ensuring everyone understands the relationship between alternative school provision and other agencies including social care, health professionals, and the police to assess the needs of students who are on roll at The Hub.

3. Introduction

The Hub Alternative Provision School ("the Provision") provides high-quality education and support for pupils of middle and secondary school age (Years 6–11) who are unable to attend mainstream school full-time, either temporarily or permanently, due to medical, behavioural, emotional, or other complex needs.

This Admissions Policy sets out the principles and arrangements for admitting pupils to the Provision, in accordance with the School Admissions Code 2021, Alternative Provision Statutory Guidance (DfE, 2025) and the Non-School Alternative Provision – Voluntary National Standards (DfE 2025).

The Provision works closely with Worcestershire County Council, local mainstream schools and partner agencies to ensure placements are appropriate, timely, and in the best interests of each child.

4. Published Admission Number (PAN)

The Provision has a Published Admission Number (PAN) of 30 pupils across its middle and secondary provision.

Placements are made throughout the academic year, subject to available capacity and the needs of individual pupils.

5. Admission Arrangements

Admissions to The Hub Alternative Provision may occur under one of the following categories:

- a) Commissioned placements – The majority of placements are commissioned by schools within the local authority area, Worcestershire County Council, or other referring agencies.
- b) Managed moves or dual registration – Pupils may be admitted on a short-term or dual-registered basis.
- c) Direct placements – Applications may be made directly by parents or carers in exceptional circumstances.

6. Process and Procedure

The Hub will respond to a placement request through the following process:

1. Contact the commissioners and request the completion of our Form 1A – Placement Request Notification Form complete, gather pupil and safeguarding information and discuss any other relevant matters relating to the pupil.
2. Contact the family within 14 working days of receipt of the referral to notify them of the allocation request made.
3. Arrange for the pupil and parent/carer to visit The Hub to complete an introductory meeting and tour of the Provision with the Alternative Provision Manager. The meeting will discuss family, social and emotional situations, developmental history and other relevant factors to ensure a full understanding of the pupil's individual circumstances.
4. Upon completion of the introductory meeting and collation of all relevant paperwork, the placement will be considered by The Hub's Management to determine suitability.
5. If a placement is deemed appropriate, The Hub will arrange for induction and the development of an academic plan based on available ASDAN programmes. Additional support needs will be identified at this stage. The wellbeing and care of all pupils are paramount, and all pupils are free to request mentoring sessions as part of ongoing support.

7. Monitoring and Review

This policy will be reviewed annually by the Trustees to ensure compliance with statutory requirements and local authority protocols.

Next review due: November 2026 or earlier if required.

8. Related Policies and Documents

- Alternative Provision Statutory Guidance (DfE, 2025)
- School Admissions Code (DfE, 2021)
- Non-School Alternative Provision – Voluntary National Standards (DfE 2025)
- Children and Families Act 2014
- Keeping Children Safe in Education (DfE, 2025)
- Worcestershire Fair Access Protocol
- Equality Act 2010
- SEND Policy
- Behaviour Policy
- Attendance Policy