



THE
Lodge AP
— At Sandbach House —

Admissions Policy

2026-2027

Policy Written/Reviewed by	Dave Evans
Date of Review	January 2026
Date of Next Review	January 2027

Admissions Policy and Procedure

Complies with Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations

The Lodge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

We are registered to educate children from the age of 13 to 18 covering Key Stages 3 and 4. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

The Lodge predominantly provides education for pupils with medical needs and severe anxiety children that have missed education for other reasons that are out of their control. All children are referred to us by Local Education Authorities or schools.

Admission to The Lodge

1. Admission is usually by referral from a supporting organisation (e.g. school, LA) who is likely to also be the funder for the place. The Lodge is registered as an independent school working with young people aged 13 – 18 (All staff, including volunteers, working in the school have been appointed following strict HR guidance including obtaining DBS checks. Admissions can also be from other registered schools alongside their Local Authority. These can be for students that are in need of our environment and curriculum to then integrate back into their other school.

2. Admission is conditional upon provisional acceptance at one of our referral panel boards, a successful interview with the young person, their parent/carer (s) and a representative from the referring organisation (where applicable e.g. commissioning school).

3. It is also conditional on the young person understanding and agreeing to the Behaviour/Relationships Policy set by The Lodge.

4. The Lodge Referral Form must be completed in full and to the standard expected in order to fully understand the needs of the child.

The form is designed to answer questions with regards to the information required at registration and prompt parent/carer signatures for different aspects of the programme e.g. e-safety agreements, permission of photographs, medical information, permission for education trips and visits etc.

5. Information about the circumstances leading to referral is gathered through the referral form and interview process. It is expected that the Lodge will be informed of all circumstances that a young person is known to be in, including issues with Child Protection, Police involvement, accusations of threats, violence or inappropriate sexual behaviour and other circumstance appropriate for ensuring the health, safety and wellbeing of the young person and those that they will come into contact with at the Lodge.

6. Any EHCPs, Individual/Personal Education Plans, Looked After care plans and other information regarding levels of support should be provided for the panel meeting to ensure the panel have all the relevant information to make a decision on the placement.

7. Where a pupil has an EHCP, The Lodge staff must consider whether The Lodge and placement arrangements are sufficient to meet the specific needs and requirements outlined in the Plan. If not, the panel will decline the placement.

8. Induction will take place during the first two weeks of a placement being agreed at The Lodge. During which time, staff will assess a students' needs and consider the suitability of the placement. At the end of this period, a review will take place where all stakeholders will decide whether the placement will continue.

9. If the application process involves another school and the local authority, where the student will be dual registered, a start date and end of placement date will be decided before the placement begins. The date for the student's return to their main school will be reviewed with parents and main school before this process begins.

Admissions Register

Upon acceptance to The Lodge, the following information must be recorded on the student's BromCom profile (please note, this list is not exhaustive of all data captured for the purpose of educating the pupil)

- o The pupil's full name
- o The student's URN
- o The pupil's gender
- o The pupil's date of birth
- o The pupil's primary schools
- o The pupil's health needs
- o The pupil's prior and current attainment
- o The date the pupil was admitted to the school
- o The name of the school the pupil has been referred from.
- o The name and address of every parent and carer of the pupil that is known to the school
- o Which of these parents and carers the pupil normally lives with so this can be recorded as the primary contact.
- o Emergency contact details of the parents and carer