



# LEGACY EDUCATION

## Admissions & Referrals Policy

---

*"Character Above All Else"*

Approved by: Director  
Responsible Person: DSL / Admissions Lead  
Last Review Date: December 2025  
Next Review Due: December 2026

## 1. Statement of Intent

- 1.1. Legacy Alternative Provision (Legacy AP) exists to support young people at risk of exclusion or disengagement by offering a structured, character-driven pathway back into education, training, or employment.
- 1.2. We work in partnership with schools, local authorities, and community agencies (including the Lancashire Police ASB Team) to ensure every referral is appropriate, supported, and sustainable.

## 2. Referral Routes

- 2.1. Legacy AP accepts referrals from:
  - Mainstream or special schools
  - Local authority inclusion teams
  - Youth offending services and the police (ASB interventions)
  - Multi-agency panels or early help teams
- 2.2. All referrals must be completed on the Legacy AP Referral Form and submitted to the Admissions Lead via secure email.

## 3. Initial Screening

- 3.1. Upon receipt of a referral, Legacy AP will:
  - Review the student's background, EHCP or support plan (if applicable)
  - Assess suitability for the programme (including risk assessment, SEMH needs, and capacity for group learning)
  - Contact the referring agency to discuss the placement details
- 3.2. If suitable, a pre-admission meeting is arranged.

## 4. Pre-Admission Meeting

- 4.1. A meeting is held between:

- The student
- Parent/carer
- Referring agency representative (school, LA, or police)
- Legacy AP staff (DSL / Admissions Lead)

4.2. This meeting ensures everyone understands:

- The expectations of the placement
- The structure of the programme
- Safeguarding responsibilities
- Attendance and behaviour standards
- Fees and billing arrangements

4.3. At this stage, parents/carers and the referring agency sign the Legacy AP Placement Agreement.

## 5. Placement Agreement and Onboarding Fee

- 5.1. To confirm a place, referring agencies are invoiced an onboarding fee to cover induction, risk assessment, and initial setup costs.
- 5.2. This fee is non-refundable and must be paid before the student's start date.
- 5.3. A placement is not considered active until this fee has been received and all paperwork completed.

## 6. Placement Start and Review

- 6.1. Each placement begins with a two-week induction period. Students are introduced to routines, expectations, and the curriculum model.
- 6.2. Progress and engagement are reviewed at the end of this period with feedback to the referring school or agency.
- 6.3. Reviews are then held half-termly or as required by the commissioning partner.

## 7. Fees and Billing

- 7.1. Legacy AP operates a transparent and flexible billing model to support the needs of partner schools and agencies.
- 7.2. Fees reflect the intensity, duration, and nature of the placement, including supervision, mentoring, and curriculum delivery.

## 8. Payment and Invoicing Options

- 8.1. Referring schools and agencies can choose one of the following billing models:
- 8.1.1. **Option A – Monthly in Advance** (preferred)
- Invoices raised at the start of each month based on the agreed timetable.

- Payment due within 14 days.
  - Adjustments made for attendance changes in the following invoice.
- 8.1.2. **Option B – Half-Termly Block Booking**
- Schools can secure places for a full half-term in advance.
  - Discounts or partnership rates may be negotiated for block bookings.
- 8.1.3. **Choice C – Deposit Model (Flexible Start-Up Option)**
- A refundable deposit may be requested at the point of placement.
  - Monthly or half-termly billing follows, with the deposit held on account and deducted from the final invoice.

## 9. Attendance and Reporting

- 9.1. Daily attendance is recorded and shared with the referring school or agency.
- 9.2. Absences are reported on the same day, and safeguarding concerns are escalated in line with the Attendance & Reporting Procedure.

## 10. End of Placement

- 10.1. At the end of the placement:
- A final review meeting is held.
  - Progress reports and attendance data are shared.
  - Next steps (reintegration, continued support, or post-16 transition) are agreed collaboratively.

## 11. Related Policies

- 11.1. This policy should be read alongside:
- Behaviour & Exclusions Policy
  - Attendance & Reporting Procedure
  - Safeguarding & Child Protection Policy
  - Fees and Financial Procedures

## Appendix A – Fees & Billing Guidance

- App. 1.1. Legacy Alternative Provision offers flexible billing options to suit the needs of referring schools, local authorities, and agencies. All placements include a one-off onboarding fee to confirm the place and cover induction, risk assessment, and setup costs.
- App.1.2. Billing Models:
- Monthly in Advance – billed at the start of each month.
  - Half-Termly Block Booking – ideal for continuity, with potential for negotiated discounts.
  - Deposit Model – a refundable deposit may be requested at the start of the placement and deducted from the final invoice.
- App.1.3. All financial arrangements are confirmed in writing before the student starts. Legacy AP aims to remain transparent and collaborative in its approach to funding and placement management.