

Title	ADMISSIONS POLICY
Cross References	🍑 Teaching and Learning Policy 🍑 Educational and Welfare Provision with an EHCP 🍑 Child Protection and Safeguarding Policy 🍑 Safer Recruitment
Date	October 2025

Apricot Online Statement

At Apricot Online, we engage students to reach for a success level they have never imagined. We deliver high quality virtual educational experiences to all our students, fostering a sense of belonging and respect for one another as well as providing the skills to solve real world problems through a love of lifelong learning.

Admissions - principles

- Apricot Online are committed to welcoming students irrespective of:
 - Age
 - Race
 - Sex
 - Disability
 - Religion or belief.
 - Sexual orientation
 - Gender reassignment
 - Pregnancy or maternity
- We will seek to identify, as safeguarding considerations, whether there are any adjustments required in relation to the protected characteristics cited above; for example, young adults who are transgender or gender fluid; young adults post-18 may have decided to start gender reassignment and so it important, upon admission, to check if they have a preferred name.
- Upon admission, we would wish to identify any children / young adults who may be particularly vulnerable, including those with eating disorders, those who self-harm, and those with ADHD and autistic spectrum disorders. We will ensure the registration system includes notification, for example from clients/parents, of when a student is, for example, a child or young person looked after by a local authority, a care leaver, a child or young person with a social worker, a young carer or a student residing in private fostering arrangements.
- At the point of registration, we ask parents to cite their child(ren)'s particular interests and hobbies, any medical needs or special educational needs, so that we can comprehensively plan for the admission and how we might look to meet those needs.
- Admissions are handled on a rolling basis throughout the year. Parents / Client and local authorities contact us via the 'enquiries' email address when they are new customers.
- Customers (generally schools or local authorities) are required to complete an enrolment form then agree to the terms of payment. We will be flexible about the agreed notice periods.
- If parents / mentors wish us to consider a student's placement in a year group other than the chronological one, our registration form will enable this to be requested.

Admission of students with special educational needs including those with an Education, Health and Social Care Plan (EHCP)

Upon registration, we ask client/parents to share information about a student's specific interests, aptitudes and needs. When enrolling a student, client/parents are asked to include details of any special circumstances relating to the student's health, allergies, disabilities, special educational need which may be relevant to their participation in the education provided.

Information on a student's special educational needs, especially where they have an EHCP, will be made available to staff who teach that specific student.

Early notification of any disability or impairment is of great value, as it will enable staff to consider whether reasonable adjustments need to be made for a student during the admissions process and what reasonable adjustments, if any, can be made to support the student's future education. In order that Apricot Online is fully compliant with the Equality Act, all staff are made aware of the duties towards children who are disabled and the 'reasonable adjustments' needed for particular children.

For further details, please see the related policy: Educational and welfare provision for students with an Education, Health and Care Plan (EHCP).

Safeguarding Statement

Apricot Online is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This policy should be read in conjunction with our related policies on Child Protection and Safeguarding, E-Safety and Safer Recruitment.

Authorised by: Jodie Phillips, Operations Director

Date: November 2025

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