

JEP YOUTH ENGAGEMENT

Admissions & Referral Policy



Policy written by: Levi Wolfenden
Last Review Date: 09/12/2025
Reviewed By: Jordan Kay
Next Review Date: 09/12/2026

Policy Name: Admissions & Referrals Policy

Policy Reference: YPA-E

Version: 002

Date: 12 December 2025

Next Review Date: 12 December 2026

Author: Levi Wolfenden

Owner: Jason Whittaker

Revision History:

Revision No.	Date	Summary of changes	Reviewer
002	09/12/2025	- Amended wording to confirm that referral components are assessed on a case-by-case basis, with flexibility around the requirement and sequencing of elements such as home visits and site tours to support timely and appropriate placements. (Page 4) - Amended Format of Policy to reflect JEP Policy Brand Standards	Jordan Kay

Admissions & Referral Policy

We welcome referrals from individual academies, schools, and local authority commissioners. Referrals are accepted for individual placements within both primary, secondary and post 16 provision. In Primary, we give children a fresh start in a warm, nurturing environment.

Our creative approach helps each child grow into a kind, confident learner. Our experienced team builds personalised plans around each child's needs, interests and talents, helping them thrive both in and out of the classroom.

At KS3/4 and post 16, we offer a flexible, tailored curriculum that meets each young person at their point of need. Our pathways combine academic, enrichment and life skills learning, all delivered by qualified teachers and supported by our dedicated Primary Education Coordinator Team.

Continuity of education is vital for every young person, supporting both inclusion and sustained engagement. To facilitate a smooth and efficient admission and referral process, it is essential that all submissions include comprehensive and accurate information. This enables thorough screening and allows for a well-informed and professional decision to be made.

Referrals that are incomplete or lack sufficient detail to support a reasoned assessment will be returned to the referring organisation for further clarification. We also welcome the opportunity to engage in early professional dialogue prior to a referral being made. This can be done via email (referrals@jepyouthengagement.com) or phone (07743931177) and may include discussions around the suitability of the provision, preliminary assessments, and visits, ensuring that all stakeholders are aligned and fully informed.

Our admissions and referral process is designed to be straightforward, effective, and centered on the individual needs of each learner. We are committed to maintaining transparency and building confidence among all parties involved in agreeing to the most appropriate educational provision.

Admissions & Referral Policy at JEP:

At JEP, we adopt a highly personalised approach to our referral process to ensure the individual needs of each young person are fully understood and appropriately met.

Referrals can be initiated by completing our dedicated referral form, which is available upon request via email to our Business Development Manager (referrals@jepyouthengagement.com), phone (07743931177), or can be accessed directly through our website.

Once submitted to the Business Development Manager, the referral is directed to the relevant Head of Department for Primary, Secondary/Post 16 and MY Future, who will review the information and assess current capacity.

Following this initial screening, the relevant Head of Department will contact the referring organisation to discuss the referral in greater detail and determine whether we are able to meet the needs of the young person.

The admissions & referral process comprises the following key components:

- **Information gathering** from professionals involved in the young person's care or education
- **Home and/or school** visit to gain a fuller understanding of the young person's context
- **Visit to the JEP Centre** to introduce the young person and their family to our environment and staff
- **Development of an Individual Learning Plan (ILP)** and agreement on a start date

Please note, The key components of the referral process are operated flexibly and assessed on a case-by-case basis to determine the most efficient and appropriate course of action for each young person. This approach ensures that the young person is able to commence their placement in a timely manner, with confidence and peace of mind.

As part of this process, elements such as home visits and site tours may be required prior to the start date in some cases and may not be required in others. The sequence and timing of these components may also be subject to change, depending on individual circumstances, risk considerations and practical requirements:

Throughout each stage of the process, regular communication will be maintained with the young person, their parents or carers, and the referring school. This ensures transparency, collaboration, and that all parties can contribute their views.

EMPOWERMENT	• Referral received and screened • Home/School visit arranged to meet YP and parents/carers • Outcome of placement agreed with school/parents and carers and YP • Centre visit and tour • Start date agreed with school/parents/carers • Baseline assessments completed
INDIVIDUALITY	• Pathway chosen • Personalised curriculum content designed after reviewing baseline assessments • ILP designed with YP – goals, likes/dislikes, important people, support strategies • Barriers to learning and strategies to support identified for staff • Risk assessments completed (if required) • ILP targets agreed
OPPORTUNITY	• ILP targets reviewed half termly to provide clear outcomes and timeframes, support planning and demonstrate progress • JEPWAY data analysed to show progress linked to curriculum drivers • Seek more specialist support if necessary • Increase hours at JEP if appropriate • Communicate with host school and parents and carers regularly • Possible move to a full-time provision/mainstream or additional hours at another AP provider

