



## Admissions Policy

<b>Date of review</b>	February 2026
<b>Reviewed By</b>	Kath Barclay
<b>Date of next review</b>	February 2027

Bridge the Gap Malvern (BTGM) accepts young people who have an EHCP and are aged 16 to 25 onto a 2-year programme. Programmes may be reduced or extended if required and agreed by all parties. This programme is individual and bespoke, providing personal development and education with the goal to build the skills needed for improvements in independence, wellbeing, academic abilities, volunteering and/or employment (*the time and length of the student's weekly plan will adapt and change over time as progress is made by the young person*).

Young people must:

1. Have an Educational Health Care Plan (EHCP); and
2. Be referred by their secondary school, with whom they are on roll but not attending; and/or
3. Be referred by a SEND Local Authority Commissioning Officer or EHCP Caseworker.

### How to Refer

If a young person is in YR11 on roll at a school and a Post 16 option is being sought, the school may contact our Head of Centre on 01684 353588 [enquiries@btgm.co.uk](mailto:enquiries@btgm.co.uk) to talk through a student's needs to assess if BTGM would be a suitable Post 16 option. Schools will be advised to contact the student's EHCP coordinator regarding the student and suggest a formal consultation be sought. Referrals from Local Authorities are made directly by Caseworkers through the formal Consultation process. Please make referrals to [kathb@btgm.co.uk](mailto:kathb@btgm.co.uk)

All referrals will be looked at individually and specific circumstances will be considered.

BTGM retains the right to refuse acceptance onto the programme if they are not able to meet the young person's social, emotional, learning or medical needs, or if they feel the risk is too great to be lone working with particular young people.

### Acceptance onto the Programme

Young people's needs will be considered on an individual basis. An agreed fee and SLA must be in place before a start date will be provided. Upon acceptance, a staff member will make contact with the young person, or their parent/carer, to coordinate an initial bespoke programme in agreement with the young person. Regular reviews will be held throughout the programme to increase and expand the content of the programme at the appropriate times, in agreement with the young person. Annual Reviews of the EHCP will be conducted annually at a date set in line with the EHCP; parents/carers, sending schools and/or the Local Authority representative and other professionals may be invited to attend.