



Admission and Induction Policy

The Positive Impact Group

Effective Date

June 2026

Review Date

June 2027



Policy Statement

At Positive Impact Primary Academy, we strive to ensure that every child feels welcome. It is essential to have a smooth transition from one establishment to another, in order to ensure that children who arrive new to our setting feel confident, happy and secure in their new surroundings.

Policy Aims

- To provide children and young people with a secure and happy start to their education placement at Positive Impact Primary Academy, while causing minimal disruption to existing pupils.
- To involve parents and carers in the life of Positive Impact Primary Academy and to begin a partnership that will be long-lasting.
- To ensure teaching staff receive the information pertinent to each individual pupil.

Procedure

1. When approached by a Referrer School or the Warwickshire Education Entitlement Team regarding capacity for an education placement, initial contact with the referrer school will be made by Head of Primary/SENDCo, Amelia Goodhew - amelia.goodhew@positive-impactuk.com. To begin the referral process, we must receive a Learner Information Form (LIF) from the school and any supporting documentation, such as an Education, Health and Care Plan (EHCP).
2. If The Positive Impact Primary Academy has capacity, an observation of the pupil at their named school will be arranged between the Head of Primary/SENDCo, to ensure we can meet the needs based upon the observation and supporting documentation provided by the referrer school.
3. If deemed that The Positive Impact Primary Academy can meet need and has capacity, a site visit will be arranged for the referrer school, parent/carers and pupil. A tour of the setting will be provided by a member of staff as well as an introduction to members of the team.
4. Depending on the needs of the pupil and referrer school, The Positive Impact Primary Academy will then timetable each young person individually for our morning academic cohort, or afternoon nurture cohort.

5. Parents/Carers will be provided with a transition pack, including transition resources and consent forms.
6. New pupils can be provided with multiple site visits, taster sessions in the class they are joining. In some cases, an extended transition is offered.
7. SEND Transport is to be arranged and applied for by the referrer school or Education Entitlement Team.

Delivering Induction

Induction is scheduled to take place prior to the commencement of learning and is an integral part of the preparation of both pupil and teaching practitioner for success. As such, it is a key element of the learner journey and provides valuable opportunities, alongside initial enrolment, to establish learner needs and aspirations. These elements may all be delivered together or separately, but all must be completed prior to the commencement of learning, with sufficient time allowed between these activities and the formal course start to allow teaching staff to evaluate and plan for everyone's needs.

Induction should be carried out for every new course commenced by a learner, regardless of how many previous courses may have been completed, to ensure that in each instance, there is the best possible preparation of and for the learner to commence learning.

Accordingly, the following principles underlie the approach to induction:

- That there is consistency of approach across the whole The Positive Impact Primary Academy provision, to ensure that all learners are aware of universal policies, whilst still addressing any course-specific issues.
- Induction takes place before learning starts, and directly informs the planning of all subsequent learning opportunities.
- Induction will be appropriate and proportionate to the nature of the learning taking place, whilst still ensuring that all relevant information is shared.
- Those delivering induction will understand the purpose and remit of the approach and be properly supported to deliver it effectively.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

