TAKE 1 STUDIOS
Admissions & Placement Policy

Independent school admissions, commissioned placements and safeguarding • 2026/27

Policy owner	Headteachers
Approved by	Governing Body / Proprietor
Effective from	1 September 2026
Review date	September 2027, or sooner following legal, regulatory or commissioning change
School age range	14–16 years, subject to Take 1's registered DfE particulars
Published capacity	Up to 25 pupils, subject to Take 1's registered DfE capacity
Status	Admissions, commissioning and safeguarding policy

1. Overview and purpose

Take 1 is an independent school in Nottingham providing education for young people within its registered age range who may have experienced difficulty engaging successfully in mainstream education. Admissions may take place throughout the academic year through referral and commissioning arrangements.

This policy explains how referrals are considered, how suitability and safeguarding information are assessed, how placements are commissioned and started, how pupils are entered on the admission register, and how decisions are communicated.

Nothing in this policy permits Take 1 to operate outside the particulars for which it is registered with the Department for Education. Any proposed change to registered matters such as age range, maximum pupil numbers, address, gender of entry, boarding provision or special educational needs admissions will be managed through the applicable DfE material-change process before implementation.

2. Principles

- The best interests, safety and educational needs of the child are central to placement decisions;
- Decisions are made fairly, transparently and without unlawful discrimination;
- Take 1 will make reasonable adjustments for disabled pupils where required by the Equality Act 2010.
- Referral decisions will be based on whether Take 1 can safely and appropriately meet the pupil's assessed needs within its registration, staffing, curriculum, premises and resources;
- Safeguarding information will be obtained and shared promptly so that support and risk-management arrangements are in place from the start;
- Admission decisions will not be based solely on behavior, attendance, SEND, disability, looked-after status or another protected characteristic; and
- Commissioning and funding arrangements do not override statutory safeguarding, registration, equality or education duties.

3. Legal and regulatory framework

- Education Act 1996;
- Education and Inspections Act 2006, where applicable;
- Children Act 1989 and Children Act 2004;
- Children and Families Act 2014 and the Special Educational Needs and Disability Regulations 2014;
- Equality Act 2010;
- Education (Independent School Standards) Regulations 2014;
- School Attendance (Pupil Registration) (England) Regulations 2024;
- Data Protection Act 2018 and UK GDPR;
- Human Rights Act 1998;
- Keeping Children Safe in Education 2026, effective 1 September 2026;
- Working Together to Safeguard Children 2026;
- Working together to improve school attendance, as updated in 2026; and
- Current DfE guidance on independent school registration and material changes.

Take 1 is an independent school and is not a maintained-school admission authority. Mainstream state-funded school admissions rules and statutory admission appeal arrangements do not automatically apply to Take 1. Where a placement is connected to an Education, Health and Care Plan (EHCP), local-authority duties and the applicable SEND framework must be considered alongside Take 1's legal status and registration.

4. Provision and admissions profile

Take 1 currently provides education for up to 25 pupils within its registered age range, with programmes of up to 25 hours per week according to the pupil's placement and individual arrangements.
The provision may be suitable for pupils who:

- Have been excluded or are at risk of exclusion from mainstream education;
- Require a smaller or alternative educational environment;
- Have social, emotional and mental health needs that can be met safely within Take 1's registered provision and resources;
- Require structured behaviour and engagement support;
- Have medical or attendance-related barriers that can be appropriately supported within the provision;
- Are without a current school place and are referred through an appropriate commissioning route; or
- Require an alternative pathway focused on qualifications, personal development, reintegration, further education, training or employment.

The list above describes the pupils Take 1 may be able to support; it is not an automatic entitlement to a place. Each referral is assessed individually.

5. Equality, SEND and EHCP's

Take 1 will comply with the Equality Act 2010 and will not unlawfully discriminate in admissions or placement decisions. Reasonable adjustments will be considered for disabled pupils.

Where a pupil has SEND or an EHCP, Take 1 will review the current plan, professional advice, provision required, risk information and proposed funding before confirming that the school can meet need.

The existence of an EHCP does not by itself create an automatic admission under this policy. Where a local authority proposes to name, commission or fund Take 1, the parties must follow the applicable Children and Families Act 2014/SEND framework and Take 1's legal and regulatory status. Any proposed admission must also be compatible with Take 1's DfE registration and any required approval relating to special educational needs admissions.

Take 1 will cooperate with lawful consultation from local authorities and provide clear reasons where it considers that it cannot safely or appropriately meet a pupil's needs.

6. Referral routes

Referrals are normally made by a local authority, school, academy or other educational commissioner. Parents/carers and professionals may make enquiries, but a funded placement normally requires confirmation from the responsible commissioner unless a separate private arrangement has been expressly agreed by Take 1.
Referral contact:

- Email: referrals@take1studios.co.uk
- Telephone: 0115 9708982
- Roshell McFarlane – Office Manager
- Take 1 Studios, Gregory Boulevard, Nottingham, NG7 6BE

7. Information required before a placement decision

Take 1 should receive sufficient information to make a safe and informed decision. Depending on the pupil, this may include:

- Full pupil and parent/carer details and current educational status;
- Current school and attendance history;
- Reason for referral and intended outcomes;
- Academic attainment, curriculum and qualification information;
- SEND information, SEN support plans and current EHCP where applicable;
- Medical information relevant to safe education and reasonable adjustments;
- Behavior, suspension/exclusion and risk-management information;
- Safeguarding information necessary to protect the pupil and others;
- Social care, youth justice or other professional involvement where relevant;
- Transport arrangements;
- Current medication or healthcare plans where relevant;
- Details of any other educational provision attended; and
- Proposed funding, commissioning responsibility and intended registration status.

A placement should not begin merely because paperwork is incomplete where delay would itself create a safeguarding risk. In urgent cases, the Headteachers and DSL will determine the minimum information and interim controls required before attendance can safely begin, while outstanding information is obtained without delay.

8. Safeguarding before admission

Safeguarding is integral to admissions. Before or at the point of transfer, the DSL or deputy should liaise with the referring setting and relevant professionals to identify information necessary for the pupil's safety and continuity of support.

In accordance with KCSIE 2026, safeguarding transfer arrangements should include relevant child-protection information and information indicating that a pupil may pose a risk to themselves or others, including concerns about serious violence or harmful behaviour where relevant. For significant concerns, direct DSL-to-DSL discussion should take place wherever practicable.

Safeguarding information must be stored securely, accessed only by those who need it, and shared lawfully and proportionately. Data protection law does not prevent appropriate information sharing to safeguard a child.

9. Placement assessment and decision

The Headteachers, with input from the DSL, SENCO and other relevant staff, will consider whether Take 1 can safely and appropriately meet the pupil's needs.

- The pupil's educational needs and intended outcomes;
- The curriculum and qualifications required;
- SEND, disability and reasonable adjustments;
- Safeguarding and contextual risk;
- Behavior and support needs;
- Health and medical requirements;
- Staffing, group compatibility and available resources;
- Premises and accessibility;
- The impact on the education and safety of the pupil and others;
- Take 1's registered age range, capacity and other DfE registration particulars; and
- The proposed commissioning, funding and registration arrangements.

Where further information is required, Take 1 may request professional discussion, a pupil/parent meeting, visit, risk assessment or other proportionate assessment before deciding.

10. Commissioning and funding

For commissioned placements, a Service Level Agreement, contract, placement agreement or equivalent document should set out the agreed arrangements. This may include:

- Number and type of places;
- Start date and expected duration;
- Weekly timetable/hours and curriculum;
- Responsibilities of Take 1 and the commissioner;
- Funding and additional support costs;
- Free school meal arrangements where applicable;
- Transport responsibility;
- Attendance monitoring and escalation;
- Safeguarding and information-sharing arrangements;
- Review arrangements and intended outcomes;
- Data reporting, including attendance, attainment/progress and behaviour; and
- Notice, transition and ending-placement arrangements.

Take 1's current placement charges are communicated to commissioners separately and may be reviewed. Stating a price in this policy does not create a contractual entitlement to a placement.

11. Offer of placement

Where Take 1 is satisfied that the proposed placement is suitable and the necessary commissioning arrangements are in place, a written placement offer will normally confirm the proposed start date, timetable, funding/commissioning position, registration status, review arrangements and any conditions necessary for safe admission.

Take 1 aims to communicate a decision promptly and, where practicable, within six working days of receiving sufficient referral information. Complex SEND, safeguarding or funding matters may require longer; the commissioner will be kept informed.

A pupil must not attend as an enrolled pupil on an informal or unrecorded basis. The correct admission/attendance register arrangements must apply from the pupil's first day according to the legal status of the placement.

12. Assessment or initial review period

Where appropriate, the first six weeks of a new placement may be treated as an enhanced assessment and review period. This is not a mechanism for avoiding statutory registration, safeguarding or exclusion duties and should not be described as an unregistered 'trial' where the child is in fact attending as a pupil.

During this period Take 1 may review:

- Attendance and punctuality;
- Engagement with learning and baseline assessment;
- Behavior and relationships;
- SEND and reasonable adjustments;
- Health and pastoral needs;
- Safeguarding and risk-management arrangements;
- Curriculum suitability and progress; and
- Whether the agreed placement outcomes remain achievable.

Any decision to amend or end a commissioned placement must follow the applicable contract, education law, safeguarding duties and Take 1's suspension/exclusion procedures where those procedures are engaged. A placement must not be ended through an informal exclusion.

13. Admission register and dual registration

Take 1 will maintain an electronic admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. Where a pupil is admitted to Take 1, the required information must be entered on the admission register on the pupil's starting day before or at the beginning of the first school session.

Dual registration is not assumed simply because a pupil was previously on roll elsewhere. Registration status will be agreed with the referring school/local authority and recorded in accordance with the 2024 Regulations and the legal basis of the placement. Where the pupil attends another school in addition to Take 1, the admission register will include the required information about that other school.

Take 1 will only delete a pupil from the admission register where a statutory ground for deletion applies and the required procedures have been followed. Ending a commissioning agreement does not, by itself, permit unlawful deletion from roll.

14. Attendance from the start of placement

Attendance expectations apply from the first day of the placement. Take 1 will establish who is responsible for first-day response, absence follow-up, information sharing and local-authority notification where applicable.

Where absence may indicate a safeguarding concern or a child missing education risk, the Attendance Policy and Safeguarding and Child Protection Policy will be followed immediately.

15. Induction

Each pupil will receive an induction appropriate to their needs. A senior or designated member of staff will introduce the pupil to the site, key staff and safeguarding arrangements.

- New timetable and curriculum;
- Named/key staff and how to seek help;
- Attendance and punctuality expectations;
- Behavior expectations;
- Mobile phone arrangements;
- Screening/searching arrangements;
- Vaping, drugs and weapons rules;
- Mealtimes and free school meals where applicable;
- Dress expectations;
- Online safety and acceptable use;
- Fire, emergency and site-safety arrangements;
- Medical arrangements and medication where relevant; and
- Complaints, pupil voice and reporting safeguarding concerns.

Baseline academic assessment and relevant SEND/pastoral assessment will normally take place during the initial period so that teaching and support can be appropriately planned.

16. Refusal of a referral

Take 1 may decline a proposed placement where, following individual assessment:

- The school has reached its registered or safe operational capacity;
- The proposed admission would fall outside Take 1's registered particulars or require a material change that has not been approved;
- Take 1 cannot safely or appropriately meet the pupil's assessed educational, SEND, medical or safeguarding needs, even with reasonable adjustments;
- The required specialist provision, staffing, premises or resources cannot reasonably be provided;
- Essential information has not been supplied and a safe placement decision cannot yet be made; or
- The commissioner and Take 1 cannot agree the resources/funding necessary to deliver the identified provision.

A referral will not be refused unlawfully because of disability or another protected characteristic. Where disability is relevant, reasonable adjustments must be considered before a decision is made.

Take 1 aims to give written reasons for a refusal promptly. Where appropriate, it may identify what additional information, adjustment or resource would be needed for the referral to be reconsidered.

17. Capacity and prioritisation

Because Take 1 primarily receives commissioned and in-year referrals, placement decisions depend on suitability, statutory obligations, existing contractual commitments and safe capacity rather than a conventional mainstream admissions round.

Where more suitable referrals are received than there are available places, Take 1 will consider:

- Whether a lawful placement has already been formally agreed or commissioned;
- Any applicable statutory SEND duties and the status of an EHCP consultation;
- Looked-after and previously looked-after status and safeguarding urgency;
- The pupil's current access to education and risk of becoming a child missing education;
- Whether Take 1 can meet need safely within the available group and staffing structure;
- The urgency and purpose of the referral; and
- The date on which a complete and suitable referral was received.

Geographical proximity may be considered where all other relevant factors are equal, but it will not override safeguarding, SEND, equality or safe-placement considerations.

18. Looked-after and previously looked-after children

Take 1 recognises the particular educational vulnerability of looked-after and previously looked-after children. Relevant professionals, including the Virtual School Head where appropriate, should be involved in placement planning and information sharing. The child's Personal Education Plan and care arrangements should inform transition and support where applicable.

19. Transition, reintegration and ending a placement

Take 1 will work with commissioners, parents/carers and relevant professionals to review progress and plan the next stage. This may include continued placement, reintegration to mainstream education, transfer to another specialist or alternative provision, further education, training or employment.

Transitions should be planned, recorded and safeguarding-led. Relevant education and safeguarding records must be transferred securely and promptly to the receiving setting in accordance with legal and KCSIE requirements.

20. Appeals, representations and complaints

As an independent school, Take 1 does not operate the statutory maintained-school admissions appeal process unless a specific legal arrangement requires otherwise.

Where a commissioner or parent/carer disagrees with Take 1's referral decision, they may request a review by writing to the Chair of Governors. The review will consider whether the policy was applied fairly, whether relevant information was considered and whether equality/SEND duties were properly addressed.

- Chair of Governors
- Take 1 Studios, Gregory Boulevard, Nottingham, NG7 6BE
- Email: chairofgovernors@take1studios.co.uk

A review under this section does not replace any statutory SEND appeal rights that a parent or young person may have in relation to an EHCP or local-authority decision.

Complaints about the way this policy has been applied should be made under Take 1's Complaints Policy.

21. Records and data protection

Referral and admissions records will be retained securely and processed in accordance with the Data Protection Act 2018, UK GDPR, safeguarding requirements and Take 1's retention arrangements. Access will be limited to staff and professionals who need the information for legitimate education, safeguarding, commissioning or legal purposes.

22. Governance and review

The Governing Body/Proprietor will receive appropriate assurance that admissions are being managed consistently with Take 1's DfE registration, the Independent School Standards, safeguarding duties, equality requirements and pupil-registration law.

Senior leaders will monitor referral outcomes, reasons for refusal, capacity, equality/SEND issues, safeguarding themes, attendance following admission and placement stability.

This policy will be reviewed annually and sooner if there is a significant change to legislation, statutory guidance, Take 1's DfE registration, commissioning arrangements or the nature of the provision.

23. Related Take 1 policies

- Safeguarding and Child Protection Policy
- Attendance Policy
- Behavior Policy
- Suspension and Exclusion Policy
- SEND Policy
- Equality Policy
- Supporting Pupils with Medical Conditions / Medicines Policy
- Search, Screening and Confiscation Policy
- Weapons and Offensive Items Policy
- Drug Handling, Storage and Disposal Policy
- Vaping Policy
- Data Protection / Information Sharing Policy
- Complaints Policy
- Online Safety / Acceptable Use Policy

Appendix 1 – Admissions and placement checklist

- Referral received and commissioning route identified.
- Current educational/registration status confirmed.
- Referral documents and pupil/parent details checked.
- Safeguarding information obtained and DSL liaison completed where needed.
- EHCP/SEND/medical information reviewed where applicable.
- Reasonable adjustments and accessibility considered.
- Curriculum, qualifications and intended outcomes reviewed.
- Risk assessment/support plan completed where required.
- Take 1 registered age range, capacity and other DfE particulars checked.
- Funding/SLA/placement agreement confirmed.
- Registration status and attendance responsibilities agreed.
- Written placement offer/start arrangements issued.
- Admission register entry completed at the legally required time.
- Safeguarding/child-protection records securely received.
- Induction, baseline assessment and named staff support arranged.
- Initial review date agreed.

Appendix 2 – Key 2026 amendments

- Updated the policy from July 2025 to the 2026/27 legal and safeguarding framework.
- Added KCSIE 2026 and Working Together to Safeguard Children 2026.
- Added the School Attendance (Pupil Registration) (England) Regulations 2024 and clarified electronic admission-register requirements.
- Removed the assumption that all pupils already on another school's roll are automatically dual registered.
- Reframed the six-week 'trial placement' as an initial assessment/review period so it cannot be used to delay lawful registration or facilitate informal exclusion.
- Clarified the position for EHCP referrals and the need to consider Take 1's independent-school status and DfE registration.
- Strengthened Equality Act, SEND and reasonable-adjustment provisions.
- Added safeguarding transfer requirements, including direct DSL liaison for significant concerns.
- Removed fixed pricing from the substantive admissions entitlement and placed commissioning terms within the SLA/contract process.
- Replaced rigid oversubscription rules with suitability, statutory duties, safeguarding urgency, safe capacity and existing commissioning commitments.
- Clarified that Take 1 does not automatically operate the statutory maintained-school admissions appeal process.

- Added material-change safeguards so admissions remain within Take 1's registered age range, capacity and other DfE particulars.