

# ADMISSIONS POLICY

## 1. **FORWORD**

S L Drama Academy CIC, Portway Alternative Provision, is a site for KS1 & KS2 Alternative Provision. It is referred to as S L Drama Academy CIC AP for the benefit of students and this document.

## 2. **INTRODUCTION**

S L Drama Academy CIC AP offers a safe space for creative learning for children and young people. We enable students to re-engage with academic learning, improve behaviour and attainment by providing them with the tools to succeed in education.

All referrals can be submitted at any time throughout the year, and admissions will follow the processes outlined in the Admissions policy. We welcome referrals from commissioning schools and local authorities for KS1 & KS2 students who require an alternative approach to their education and learning.

Our approach focuses on instilling self-worth and belief, and developing personal empowerment, by offering alternative education that nurtures the skills young people need to craft fulfilling and purposeful lives

By providing a positive environment where students can express themselves creatively through music and movement, our provision aims to enhance their social skills, teach self-regulation and improve physical and mental well-being.

S L Drama Academy CIC strive to foster essential life skills that encourage both independent thought and collaborative growth, ensuring every learner is equipped to thrive. Our curriculum aims to inspire them to build the resilience needed to address their challenges, in preparation for reintegration to mainstream education.

We are committed to supporting students to overcome their barriers to learning whether they be academic, social or emotional by delivering a creative and nurturing approach that encourages them to embrace their uniqueness and celebrate their achievements

## 3. **STUDENTS WE SUPPORT**

At S L Drama Academy CIC AP, we embrace inclusivity and welcome children and young people from KS1 and KS2 providing a nurturing environment where creativity knows no bounds. Our approach is centered around the power of the arts—whether it's through music, drama, movement or art—to ignite imagination and inspire growth.

We are proud to offer a space for neurodivergent students, those with anxiety and those with challenging behaviours, recognising the strengths in every child and fostering an atmosphere where they can express themselves freely. At S L Drama Academy CIC AP, we believe that every young person has a story to tell, and through creative exploration, we help them discover their voice.

Our mission is to empower each student to unlock their unique talents, boost their confidence, and embrace the way they learn best. With a focus on safety, support, and creativity, we aim to help every child not only succeed academically but also grow into confident individuals ready to thrive in the world around them.

#### 4. **NUMBER OF PLACES AVAILABLE**

Our provision can support small group learning. Group learning sizes will never exceed more than 10 students at one time.

As an unregistered provision, S L Drama Academy CIC AP is not currently registered with the Department for Education (DfE). As such, we cannot offer full-time education to five or more students at compulsory school age, or one such student who is care-experienced or has an EHC plan. Operating an unregistered school is considered a criminal offence.

#### 5. **REGISTRATION ARRANGEMENTS**

Commissioners must sign a Service Level Agreement for each student outlining respective responsibilities and fees.

Those commissioning places at S L Drama Academy CIC AP continue to be responsible for the safeguarding of that student and should be satisfied that our provision meets the needs of the student.

#### 6. **REFERRAL ARRANGEMENTS**

To acquire a place at S L Drama Academy CIC AP, children must be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form set out by S L Drama Academy CIC (Annex A). The referral form is downloadable from our website.

#### 7. **REFERRAL PROCESS**

##### **MAKING A REFERRAL**

**Commissioners are required to complete a referral form (see Annex A). The referral form can be sent to commissioners following a verbal or written request to:**

Anna Malik ([anna@the-maliks.com](mailto:anna@the-maliks.com) | 07969133159)

Information regarding a student's current attainment, attendance, SEND and behaviour history will be requested to determine whether a place can be offered. Commissioners should send additional information which might support the placement decision such as risk assessments, EHCP documentation and multi-agency involvement.

A confirmation of receipt of a completed referral form will be sent within 24 hours and an initial visit (virtual) /meeting will be scheduled within five working days. On site visits for commissioners will be outside of delivery hours to limit impact on our students. We can offer site visits from by appointment

Visits to see a child in the space can be arranged using the contacts above. Please be aware that S L Drama Academy CIC AP aim to limit disruption to their students, creating a safe environment. Commissioners will be made aware of the issues that ad hoc visits may cause to students. Visits may be triggering for some students and S L Drama Academy CIC AP have a duty of care to the students on site to limit external distress or anxiety

## 8. INITIAL VISIT

Students will be sent a virtual tour of the site. If it is agreed that S L Drama Academy CIC can meet the student's needs, we will arrange a meeting within 24 hours with the commissioner to inform them of the decision.

The views and wishes of each young person and their families form an essential part of the referral process.

If we can accept a referral, we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

Students will be inducted on the first day. This will ensure that all staff and students are aware of new starters joining the AP and ensure that the appropriate supports are in place to ensure a successful placement.

## 9. PROCEDURE FOLLOWING AN OFFER

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that commissioner no longer wants the place, and the offer will be withdrawn.

## 10. INDUCTION DAYS

Students may be inducted individually or as part of a small group depending on whether the students are due to start at the same time or if it is a mid-year referral. The induction day and activities will support S L Drama Academy CIC in feeding into the students personalised plan

As part of the induction, students and their parents/carers are informed of the school's health and safety procedures, including where to find appropriate policies and supporting resources using S L Drama Academy CICs website

## 11. INDUCTION PERIOD

Students will be supported through a four- six week induction period. At the end of this induction period, an approval review meeting will be held between S L Drama Academy CIC AP the commissioning school or Local Authority, and the parent/carer. This meeting will consider the student's engagement in school, effort for learning, personal development, behaviour and attendance. Should a student's attendance fall below 80% during this probationary period, this may result in their placement being withdrawn. Where a referral is made mid-term, the six-week probationary period will commence from the assigned starting date.

## 12. CRITERIA TO BE APPLIED IN RESPECT OF OTHER STUDENTS WHEN OVERSUBSCRIBED

**The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:**

Students who were previously looked after by a Local Authority (as defined by the Children Act 1989)

Students who live closest to S L Drama Academy CICs Alternative Provision in a straight line. Distance will be measured from the front door of a student's home to the front gate/door of S L Drama Academy CICs Alternative Provision. If students live exactly the same distance away from S L Drama Academy CICs Alternative Provision, random allocation will be used to determine who will be admitted, with the process undertaken by someone independent of S L Drama Academy CICs Alternative Provision. Where a place cannot be offered, we will place any young people refused admission on a waiting list.

S L Drama Academy CIC will maintain this list until the end of the school year, and it will be open to any commissioner to ask for a young person's name to be placed on the waiting list.

---

13. **APPEALS AGAINST ANY REFUSAL TO ACCEPT A REFERRAL**

14. **The commissioner should write to:**

Anna Malik ([anna@the-maliks.com](mailto:anna@the-maliks.com)) outlining reasons supporting the referral and any supporting documentation. Cases will then be heard by at least 2 persons unconnected to S L Drama Academy CICs Alternative Provision within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

---

15. **COMPLAINTS**

Any objections to this policy or its application should be raised with S L Drama Academy CIC Alternative Provision through its normal complaints process which can be found on our website. If the complainant is not satisfied with the resolution, they are able to complain to the Department for Education (DfE) at <https://customerhelpportal.education.gov.uk/>

---

16. **EQUAL OPPORTUNITIES**

S L Drama Academy CIC is committed to equal opportunities and admits students across the full spectrum of academic abilities. All students have equal access to the curriculum and there is a learning support programme for students with special needs.

---

17. **REVIEW**

We keep this policy under regular review

Review of this Policy: October 2025

Next Review Date: October 2026

Reviewed By: Anna Malik

Position/Role: Director of S L Drama Academy CIC

## 18. ANNEXES

### ANNEX A – REFERRAL FORM

S L Drama Academy CIC – Referral Form for Alternative Provision

#### [Download Referral Form](#)

#### **Please note:**

This form must be sent in an email stating **OFFICIAL-SENSITIVE in the subject field.**

**If you do not send evidence of parental consent, your referral will not be considered. All parental and other electronic signatures will be taken as full permission to progress this referral. Please also ensure that you and the parents/carers are familiar with how data is collected and shared as outlined here:**

All required information and supporting documents must be included in this form or it will be returned to referrer to complete prior to any request being considered further.

#### **To complete this referral, you will need:**

1. Evidence of parent/carer consent
2. The voice of the child and parent/carer
3. Supporting documentation on assessments and/or interventions and their impact - Current risk assessment(s)
4. A named designated Professional Lead and their contact details. This person will be responsible for the referral and monitoring progress throughout their placement.

## 19. CONTACT

**If you have any queries or questions about this referral form, please**

**contact:** Anna Malik | [anna@the-maliks.com](mailto:anna@the-maliks.com) | 07969133159

# S L Drama Academy CIC

|                              |                                   |
|------------------------------|-----------------------------------|
| <b>Review of this Policy</b> | October 2025                      |
| <b>Next Review Date</b>      | October 2026                      |
| <b>Reviewed By</b>           | Anna Malik                        |
| <b>Position/Role</b>         | Director of S L Drama Academy CIC |