



Admissions Policy

Tree of Life Educational and Therapeutic Ltd
(SEMH Alternative Provision with Therapy-Led Practice)

Review date: 19/9/2025

1. Policy Statement

Tree of Life Educational and Therapeutic Ltd is committed to providing an inclusive and supportive admissions process that ensures every pupil placed with us receives therapeutic, educational, and pastoral support suited to their individual needs. As a therapy-led SEMH alternative provision, our admissions process prioritises wellbeing, therapeutic safety, and the holistic development of each child or young person.

We seek to ensure that:

- Every referral is considered fairly and transparently.
- Admissions decisions are based on the best interests of the child/young person and the provision as a whole.
- Therapies are central to the assessment, planning, and support for each pupil.

2. Aims of this Policy

- To outline clear admissions criteria for pupils requiring SEMH support.
- To ensure therapies and trauma-informed practice are embedded within the admissions process.
- To work in partnership with referring authorities, parents/carers, and the child/young person.
- To ensure smooth transition and induction into the provision.

3. Admissions Criteria

Tree of Life Educational and Therapeutic Ltd accepts referrals for pupils who:

- Have identified SEMH needs which require alternative provision.
- May have experienced difficulties in mainstream or other educational settings.
- Would benefit from a therapeutic approach to learning and development.
- Are aged 4-25 years

We may not be able to offer a place where:

- The pupil's needs cannot be safely or appropriately met within our setting.
- Specialist medical or high-level SEND provision beyond our expertise is required.

4. Referral Process

- Referrals may be made by Local Authorities, schools, parents/carers, or other professionals.
- A referral form and supporting documents (e.g., EHCP, professional reports, safeguarding information) must be provided.
- All referrals will be acknowledged within 5 working days.

5. Assessment and Decision-Making

Following referral:

1. Initial Review – The Leadership Team and therapeutic staff review all documentation.
2. Consultation Meeting – Parents/carers and the child/young person are invited to discuss needs, expectations, and therapeutic provision.
3. Observation/Trial – A short trial placement or assessment may be offered to establish suitability.
4. Decision – Admissions decisions are made by the Leadership Team in consultation with therapists.

Decisions will be communicated in writing within 10 working days of completion of the process.

6. Therapies at the Forefront

As part of admission:

- Each pupil will be assessed for therapeutic needs, with input from relevant professionals.
- A bespoke therapeutic support plan will be developed alongside the Individual Learning Plan.
- Therapies may include counselling, art therapy, play therapy, movement therapy, sensory regulation, or other evidence-based approaches.

7. Induction and Transition

- A personalised induction programme will be provided for each pupil.
- Therapy staff will be actively involved in the transition process.
- Parents/carers will be supported with information, resources, and communication channels.
- Pupils will be introduced gradually to staff, peers, and therapy spaces to reduce anxiety.

8. Appeals

If a referral is declined, parents/carers and/or the referring agency may request a review of the decision by writing to the Director within 14 days. The decision after review will be final.

9. Monitoring and Review

- Admissions decisions and processes will be reviewed termly to ensure fairness and effectiveness.
- This policy will be reviewed annually or sooner if legislation or provision requirements change.