

Admissions Policy

Policy Details	
Date Review	March 2025
Date of next review	March 2027

Introductory Statement

Y.O.U.R Beauty School (YBS) is dedicated to providing high-quality, inclusive, and tailored education aimed at re-engaging students and supporting their journey towards employment, training, or further education. With locations in both Lewisham and Greenwich, YBS is committed to broadening access to learning and expanding opportunities for young people across London.

YBS offers fully recognised and accredited Beauty Therapy and English and Maths Functional Skills courses.

Courses run throughout the year and are led by highly qualified and experienced tutors. Additionally, we offer recruitment advice and assistance to all our students.

The aim of YBS is to re-engage its students into education and facilitate progression to employment, training, or further education. Admission will be through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

Number of Places Available

YBS operates across two locations with differing capacity limits to ensure a high standard of education and support is maintained. The allocation of placements is managed as follows:

- **Lewisham Borough Location:** 30 placements available per session
- **Greenwich Borough Location:** 12 placements available per session

Placements are allocated on a first-come, first-served basis following the referral process. Where demand exceeds availability, priority will be given based on the criteria outlined in the 'Criteria for Oversubscription' section.

Our provision will provide up to 18 hours of education weekly on a part-time basis for students aged 13-19. In cases of high demand, commissioners may be offered placements at the alternative location if their preferred location is fully booked.

Students Supported by the School

The school specialises in providing places for:

- Male & Female students aged 13-19 years old
- LGBTQ+ students aged 13-19 years old
- Those who have been permanently excluded or who are at risk of permanent exclusion
- Those who have been temporarily excluded or who are at risk of permanent exclusion

Referral Arrangements

To acquire a place at YBS, children can be referred by an Ofsted-registered education establishment, parents/carers, or local authorities (commissioners). Commissioners will use the referral form to apply for a placement: <https://www.yourbeautyschool.co.uk/referral>

Referral Process

1. Complete referral form online or submit via email or post.
2. YBS reviews application.
3. YBS confirms whether we are a suitable placement for the student concerning their needs.
4. YBS arranges a school tour (in-person or via video call).
5. Terms of placement are agreed upon (start date, duration, courses, fees, and any special arrangements).
6. Service Level Agreement sent to commissioner.
7. Service Level Agreement signed and returned to YBS.
8. Student induction.

Commissioning Process

Upon approval of a placement, a contract agreement will be negotiated and drawn up to provide a number of places under a Service Level Agreement. The specification will outline the obligations of the school, the commissioning authority, and the child's host school. It will specify what will be delivered, how, when, at what price, responsibilities of all parties, and monitoring arrangements to review contract performance.

Commissioners have expressed high satisfaction with our services. Testimonials are available upon request to demonstrate the effectiveness of our provision.

The school will seek and welcome contractual arrangements with key local authorities proximal to both the Lewisham and Greenwich locations. The contract monitoring review process will occur every six weeks, as agreed with the commissioner. The school will gather demographic and outcome data related to the student's needs, attendance, academic performance, and behavioural presentation, which will be reviewed jointly with the local authority commissioner on an agreed schedule.

Ofsted Registered Commissioners

The school will also provide similar contracting procedures for individual schools and academies.

Offers

If we can accept a referral, we will write to the commissioner, detailing financial requirements, the support to be offered, and a start date.

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 the commissioner no longer wants the place, and the offer will be withdrawn.

Student Induction Process

- Introduction meeting with student, parent/guardian, and/or LEA.
- Tour of the building.
- Student to sign the YBS Learners' Agreement.
- All students must complete an initial assessment to help teaching staff assess individual needs.
- Health & Safety
- Read and sign the Safeguarding declaration.

Registration Arrangements

- Where students are on-roll at another school and attend for a short period (i.e., fixed-period exclusions or a school educating a child off-site), the student will be noted as dual registered at their home school and YBS.
- Where students are not on-roll at another school (i.e., mainly where they have been permanently excluded), they will be registered at YBS.
- If a mainstream school has been found, YBS will assist the Local Authority, parents, and/or student with the reintegration process (e.g., provide student reports regarding attendance, level of attainment, behaviour, etc.).

Admission of Students with Special Educational Needs

Students with a statement of special educational needs or an Education Health and Care Plan (EHCP) cannot name Y.O.U.R Beauty School. However, we will review and consider all applications to ensure we can meet the needs of the referred student before offering a placement.

Criteria for Oversubscription

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

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

- Students who have been permanently excluded from school.

Tie-Breaker Mechanism

In the event of oversubscription where applicants meet the same priority criteria, the following tie-breakers will be applied:

1. **Proximity to the School Location:** Priority will be given to students who reside closest to the chosen YBS location (Lewisham or Greenwich).
2. **Specific Educational Needs:** Students whose educational needs are most aligned with the specialised courses offered by YBS will be prioritised.
3. **Referral Date:** Where all other factors are equal, placements will be allocated based on the date the referral was received.

These criteria ensure a fair and transparent process for allocating placements during periods of high demand.

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

- Students who are or were previously looked after by a Local Authority (as defined by the Children Act 1989).
- Students who have been permanently excluded from school.

Appeals Against Refusal to Accept a Referral

The commissioner should write to Complaints at complaints@yourbeautyschool.co.uk, outlining reasons supporting the referral and providing any supporting documentation. Cases will be heard by at least two individuals unconnected to the school within 20 days of the appeal being received. A decision will be notified within 5 working days of the hearing.

Complaints

Any objections to this policy or its application should be raised through the school's complaints process, available here: www.yourbeautyschool.co.uk/policies

Equal Opportunities

YBS is committed to promoting Diversity, Equity, and Inclusion (DEI) across all of its locations. We aim to ensure all students, regardless of background, identity, or ability, have equal access to our curriculum and support systems.

YBS actively works to create an inclusive environment through:

- Implementing a learning support programme for students with special educational needs.
- Providing tailored support to LGBTQ+ students and those at risk of exclusion.
- Continually reviewing and updating our policies to align with best practices in DEI.

This commitment applies equally to both our Lewisham and Greenwich locations, ensuring a consistent approach to equality and inclusivity.

Links to Other Policies

This policy should be read alongside:

- Equality Policy
- Complaints Procedure
- Assessment Policy
- Safeguarding Policy

Available via our website: www.yourbeautyschool.co.uk/policies