



Apple Tree Farm Services CIC

# Admissions and Referral Policy for Alternative Provision and 1:1 Support Placement



This policy should be read alongside *Apple Tree Farm CIC's* policies and procedures on safeguarding children.

## Purpose and Aims

The purpose of this policy is to set out our admission and referral policy to demonstrate that admissions will be fair, open, and transparent and enable *Apple Tree Farm Services CIC* to meet the needs of its students. We are committed to supporting vulnerable children and young people and will ensure we can meet their needs before they are offered a place.

## Scope

This policy applies to all children and young people seeking to undertake an educational or therapeutic placement at *Apple Tree Farm Services CIC*.

## Policy Statement

*Apple Tree Farm Services CIC* Alternative Provision and 1:1 Support has been established to deliver educational and therapeutic intervention to children and young people who would benefit from a placement away from mainstream education. Students are likely to have experienced school attendance issues, social, emotional, or behavioural difficulties. This includes students who are at risk of exclusion, have self-excluded themselves, or who have been excluded from mainstream education. The aim of *Apple Tree Farm Services CIC* is to re-engage students into education and support progression to employment, training, or further education.

## Aims of policy

The aim of this policy is to ensure a placement at *Apple Tree Farm Services CIC* is offered on the following criteria:

- That we can offer the student learning and support suitable for their needs.
- That the student successfully completes a probationary period.
- That all students can be supported by current staffing skills and levels.
- That a funding route has been established and a contract with a funding body has been agreed.

Students who pose a significant safety risk to themselves or others will not be accepted at *Apple Tree Farm Services CIC*.



## Roles and Responsibilities

- The administration and management team is responsible for writing and implementing this policy.
- Significant findings of all AP admission and referral issues are reported to the farm manager and the board of directors.
- The admission and referral requirements and audits are monitored and reviewed regularly by the administration and management team.
- Minor and major changes to the policy will be reviewed by the administration and management team and agreed and approved by the board of directors.
- A policy review will take place every two years or in line with relevant changes to legislation and/or local guidance.

## Equality

- Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.
- *Apple Tree Farm Services CIC* recognises the need for specific measures to ensure a fair admissions process for each of these groups.
- This policy and all other associated policies and documents take this into account.

## Students supported by *Apple Tree Farm Services CIC*

Our priorities for providing places are for:

- Those who have social, emotional, or mental health needs that limits the amount of time they can spend in an educational setting
- Those who have special educational needs and disabilities which limits the amount of time they can spend in an educational setting
- Those who have been absent from educational settings for long and recurring periods
- Looked After Children (LAC)

## Number of places available

- *Apple Tree Farm Services CIC* will primarily provide education for students aged 0-25, within the scope of EHCP processes, for 38 weeks/year across the normal academic year of Devon County Council.
- Placements are based on the needs of the young person.
- These places will be part time places of 2-3 days per week, but no more than 15 hours a week.



## Referral arrangements

Requests for support for young people aged between 0-25 who are experiencing social, emotional, mental health or physical health can be made through one of the following referral routes:

- Referred by the mainstream school to support the school's early intervention measures to address attendance and/or behaviour.
- Referred by Devon County Council
- Referred by parent/guardian.
- Referrals must be via the completion of the farm's booking form and submit to *Apple Tree Farm Services CIC* administration and management team, followed by a referral meeting (by phone or in person) before a place will be offered. This is outlined in the procedure below.

## Registration arrangements

- Where students are registered with a school and attend sessions at *Apple Tree Farm Services CIC*, the student will be dual registered at their current school.
- In case of absence, we would expect parents/carers to contact *Apple Tree Farm Services CIC* to let staff know. In turn, *Apple Tree Farm Services CIC* will inform the school or commissioning body of any absences.

## Probationary Period

All students must satisfactorily complete a 4 week (or 4 session, whichever is the greater) probationary period and take part in a review meeting with *Apple Tree Farm Services CIC* staff, parents and/or school staff.

## Referrals and Admission Procedure

1. An initial enquiry is received at *Apple Tree Farm Services CIC* via phone, email, or website.
2. A booking form is completed by the referrer.
3. Once a booking form is received at *Apple Tree Farm Services CIC* it is securely logged and reviewed by the administration and management team.
4. The referral form must include supporting evidence of thorough prior assessment with proposed outcomes. e.g.
  - Pastoral Support Plans



- Essential baseline information, i.e. academic, social/emotional, current educational provision/ curriculum, details of Special Educational Needs and or Disabilities (SEND)
- For Looked After Children, a current Personal Education Plan (PEP)
- In case of a medical referral, written support from a medical professional
- Evidence of ongoing interventions
- In case of all exclusions, copy of Head Teacher's letter of exclusion to parents

5. The student's parent/carer will then be contacted by phone/e-mail.

6. A meeting at *Apple Tree Farm Services CIC* with the young person, support worker/mentor and parent(s)/carer(s) will be undertaken to ensure that all parties are satisfied that *Apple Tree Farm Services CIC* can meet the needs of the young person. This includes any SEND outlined in an Education Health Care Plan (EHCP).

7. A decision will be made at end of the meeting. If further information is required or if a funding arrangement has not been agreed this may be a conditional offer. If *Apple Tree Farm Services CIC* is not able to meet the needs of the young person, it will be agreed at the meeting and no further action will be required.

8. If we can accept a young person's referral, we will contact the representative to accept the referral with details of 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.

### Referrals and Admission Overview

- Enquiry** All enquiries addressed to Brenda Pedroni. Phone 07908783759 or email [contact@appletriefarmservices.co.uk](mailto:contact@appletriefarmservices.co.uk)
- Referral** Complete booking form and send back to *Apple Tree Farm Services CIC* prior to first meeting
- Meeting** Held in person or via phone/zoom with farm management (Brenda Pedroni). Student, parents/carers and school/support representative as required attend.
- Offer** Offer letter and contract issued prior to start date. Offer accepted and returned.
- Probation** 4-week probation period to be complete satisfactorily.

This policy will be reviewed every year, or sooner if necessary to ensure it is still fit for purpose. This policy was last reviewed on: 14/05/2026

**Signed:**  
Farm Manager