Learner Admissions & Induction Policy

POLICY APPROVAL

Approval Required	Indicate with a tick (✓)		**Annual Review Required**	Indicate with a tick (✓)	
	Yes ✓	No		Yes ✓	No
Approval Panel	Loren Janes				
Approved by	Name: Loren Janes		Signature:	Date: November 2025	
Policy Review Date	November 2026				
Policy Writer/s:	Charlotte Manford				

Introduction

The purpose of this policy is to provide a comprehensive, transparent, and learner-focused approach for admissions to Futures Changing Ltd, from initial contact or expression of interest through to enrolment and induction. Futures Changing Ltd is a private training provider that welcomes applications from learners aged 12+ from all sections of the community.

We are committed to ensuring that every learner is placed on the most appropriate course for their academic ability, interests, and aspirations. All offers are subject to suitability, adherence to policy requirements, and availability on the learner's preferred days. Futures Changing Ltd reserves the right to withdraw an offer if false or misleading information is provided.

This policy is reviewed annually as part of our quality improvement and self-assessment cycle.

Data Protection and Confidentiality

All information collected during admissions will be processed according to the Futures Changing Ltd Privacy Notice and relevant data protection legislation. Information may be shared with Local Authorities, the Department for Education, the Department for Business Innovation and Skills, and current schools or providers where required.

By submitting an expression of interest and completing application documents, applicants confirm that they agree to follow Futures Changing Ltd policies, permit the sharing of relevant information with their current school or Local Authority, and consent to parent/carer communication where they are under 18.

Applicants with Special Educational Needs and Disabilities (SEND)

Futures Changing Ltd welcomes learners with SEND. Information will be discussed with the current school to ensure relevant assessments and support information are shared. Where an EHCP exists, copies of the plan and reviews should be provided to allow us to assess the suitability of provision and required reasonable adjustments.

A pre-admission risk assessment and partnership meeting with a tutor will be held to plan appropriate support.

Course Closure and Centre Approval Withdrawal

Courses may be withdrawn where under-subscribed or where funding or centre approval changes. Applicants will be offered guidance on alternative courses or providers.

Admissions Process

Futures Changing Ltd operates a roll-on, roll-off admissions model with planned start dates throughout the year.

Learners may:

• Register an expression of interest (free of charge)

• Visit the centre to discuss their needs

• Complete initial assessments including English and maths screening

• Participate in an information, advice, and guidance session

The admissions process follows a first-come, first-served approach except where SEND, safeguarding, or other diversity and inclusion considerations require an adjusted process.

Referral Routes

School Referrals

Schools may refer learners directly via secure referral form or Service Level Agreement (SLA). Required documents include:

• Learner details and next of kin information

• Attendance and prior attainment data

• Behavioural, pastoral, or safeguarding information (where appropriate)

• SEND or EHCP documentation

Schools must return completed referral documentation before a start date can be allocated.

Essex County Council (ECC) Referrals – Following Successful Tender

Where a learner is referred to Futures Changing Ltd under an ECC-commissioned contract, the following applies:

• ECC must submit the official referral pack including risk assessment and educational background

• Futures Changing Ltd will acknowledge receipt within two working days

• A placement decision will be made within ten working days, following assessment of suitability, staffing, and capacity

• ECC will be informed of the decision and a start date (if approved)

• All required contractual documentation must be completed prior to induction

Enrolment Requirements

Before a learner starts, the following must be completed:

• Enrolment form

• Learning Agreement

• Parent/carer consent (for learners under 18)

• SLA and referral documentation (where applicable)

Induction Process

The induction process ensures compliance with Ofsted expectations, ECC contractual standards, and safeguarding best practice.

The induction process includes:

1. Welcome and Orientation

- Introduction to staff, centre layout, and emergency procedures
- Issuing of learner timetable

2. Safeguarding and Prevent Briefing

- Overview of safeguarding responsibilities
- Information on reporting concerns and designated safeguarding leads

3. Behaviour, Expectations, and Code of Conduct

- Review of behaviour policy, attendance expectations, and digital safety rules
- Explanation of consequences and support systems

4. Assessment and Baseline Testing

- English and maths initial assessment
- Diagnostic assessments as required

5. SEND and Support Planning

- Review of learner profile
- Agreement of reasonable adjustments
- Creation of Individual Learning Plan (ILP)

6. Health, Safety, and Wellbeing

- Centre rules and risk assessments
- Wellbeing support and escalation routes

7. Introduction to Curriculum

- Overview of qualification aims
- Explanation of teaching, assessment, and feedback

A record of induction is kept on the learner file and signed by both staff and the learner.

Related Policies

- Confidentiality and Data Protection Policy
- Diversity, Equity and Inclusion Policy
- Parental Involvement & Communications Policy