

lexia
Education Services
Changing the lives of young people



Admissions Policy

Lexia Education Services Ltd
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Date of implementation: 2nd September 2025
Date of Review: 2nd September 2026 (reviewed annually)
Date of Next Review: 2nd September 2027

Policy Statement

As Lexia Education Services we are committed to providing high-quality alternative education services to meet the diverse needs of our students. Our aim is to provide a service which gives children and young adults, access to education which meets their needs.

Admissions to Lexia will be made by schools and local authorities, through the referral process outlined in this policy. Referrals may be made at any time throughout the year.

Admission Criteria

Admission referrals for Lexia are based on a student's EHCP or Annual Review recommendations, as approved by the LEA. Additionally, we accept referrals directly from schools. All admissions take account of the need to provide education appropriate to age, ability, aptitude and additional educational needs

Our curriculum is broad, balanced, and tailored to meet statutory requirements while maintaining the ethos of providing choice to the young person. We pride ourselves on being non-discriminatory and welcome students irrespective of their gender, race, religion, ethnic or national origins, disability, or special educational needs. Each placement request is considered on an individual basis, and our Admissions Policy is aligned with the Equality Act (2010) and Keeping Children Safe in Education (KCSIE). We understand that the admissions process can be complex, and we strive to make it as smooth and stress-free as possible.

Students can be admitted at any time of year. Where a request for admission is received, and there is a place available within the service, the following criteria will be applied;

- There is a suitably qualified tutor availability within the appropriate year group/ Key Stage
- There is evidence from professionals that the student will benefit from access to our service.
- Student, parent / carer and where appropriate social worker and school representative express commitment to Lexia's involvement.

In line with our equality public sector statement, we don't discriminate against potential students based on their gender, race, sexuality. If we feel we cannot meet the needs based on capacity issues or a lack of resource for a specific skill set. In some cases, regrettably we may not be able to support.

Referral process

This begins with an initial enquiry with Lexia from a range of commissioners such as the local authority or school.

A referral by the LA/school is then made through the completion of our referral form. This may be accompanied by some extra documentation which Lexia Education Services will also review, this will include:

- A copy of the most recent Education, Health and Care Plan
- Details of the child's social history and current circumstances.
- An outline of the child's medical history if the referral is health related.
- Any other reports which give additional information, e.g., placement reports, current care plan, risk assessments, review reports etc. medical information or core assessments.

Lexia will review all the documentation provided, taking the following into consideration:

- The current capacity and availability of our tutors.
- Whether the unique educational needs of the child can be met.
- The potential risks the child would pose to other children and staff.
- Whether our services can meet the social, cultural and language needs of the child.
- Any other individual resources which might need to be provided to meet the specific needs of the child.

Once a referral has been agreed the following steps will be taken:

- We send a confirmation email to the commissioner, accepting the referral. This email includes the Tutors name and their safeguarding and vetting form, our procedures and code of conduct, the financial requirements, the support to be offered, a start date and times and any additional information.
- We will forward referral paperwork to the tutor.
- The tutor will accept and then coordinate an initial meeting with the young person and their parent/carer.

Lexia have formulated this policy to ensure that the service admits those students whose needs, as identified in their EHC plan, can be met effectively in all aspects of their development and how we make our decisions so that you have clarity in the process before undertaking it.

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