



Admissions Policy

Rainbow Trees Pathway

Reviewed: December 2025

Next Review: December 2026

1. Purpose of Policy

This policy sets out the admissions process for all services offered by **Rainbow Trees Pathway**, including:

- **Alternative education provision**
- **Social care support**
- **Therapeutic small group work**, including Brick Clubs and enrichment sessions

Our aim is to ensure that all referrals are handled transparently, fairly, and in a way that prioritises the safety, wellbeing, and development of the individuals we support.

2. Scope

This policy applies to all children, young people, and adults referred to Rainbow Trees Pathway. Referrals may come from:

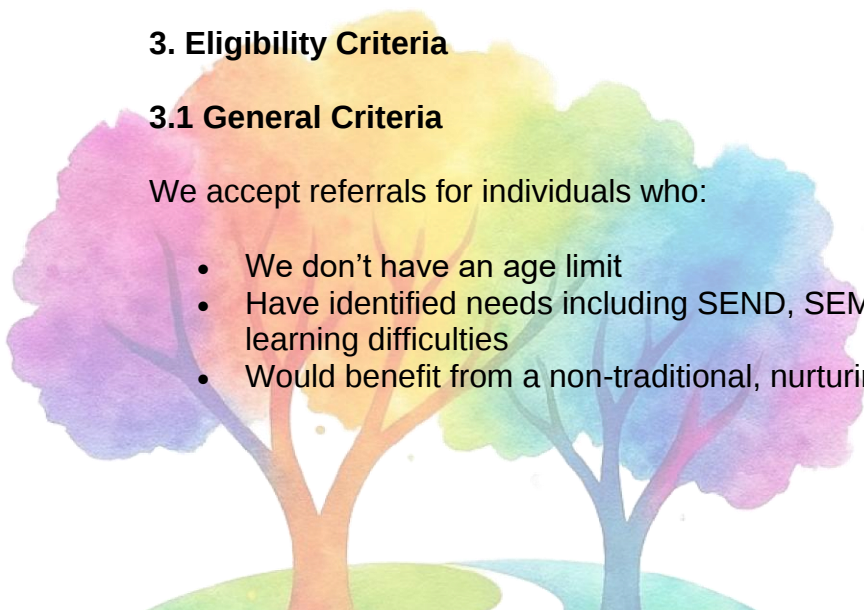
- Schools and education providers (Alternative Provision)
- Local Authorities (Social Care or EOTAS)
- Parents/carers (Self-referral)
- Health professionals or third-party organisations

3. Eligibility Criteria

3.1 General Criteria

We accept referrals for individuals who:

- We don't have an age limit
- Have identified needs including SEND, SEMH, autism, anxiety, trauma, or learning difficulties
- Would benefit from a non-traditional, nurturing, and flexible environment





3.2 We Are Not Currently Able to Accept:

- Individuals requiring physical restraint as part of their regular care
- Individuals with significant medical needs requiring onsite nursing (unless otherwise agreed)
- Individuals who present a risk to others or themselves that we cannot safely manage

Each placement is subject to a risk assessment and staffing availability.

4. Admission Procedure

Step 1: Referral Received

A referral form or enquiry must be submitted by the referring party (school, LA, parent/carer). It must include:

- Key contact details
- Reason for referral
- Summary of needs
- Preferred start date and times
- Current education/social care status

Step 2: Initial Review

Our team will assess the referral for:

- Suitability
- Availability
- Level of support required
- Risk factors
- Staffing requirements

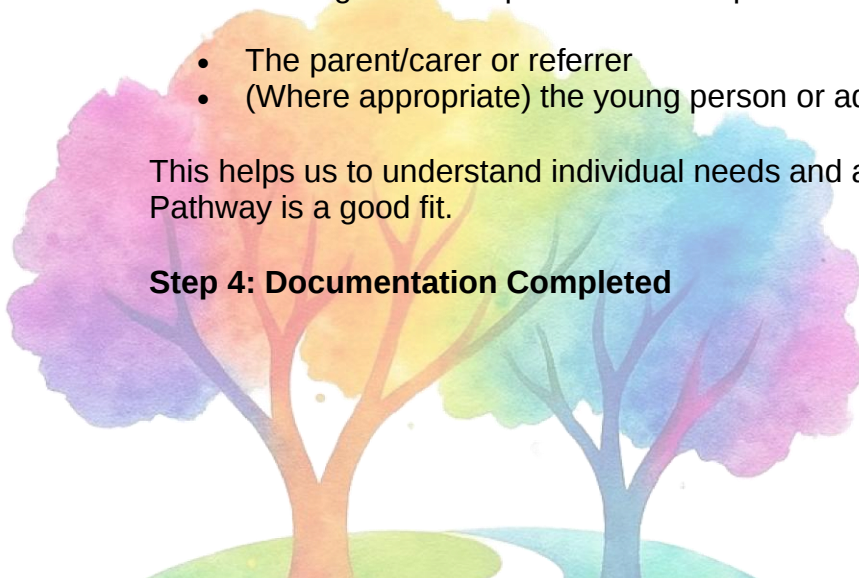
Step 3: Meeting or Phone Consultation

We will arrange an initial phone call or in-person meeting with:

- The parent/carer or referrer
- (Where appropriate) the young person or adult

This helps us to understand individual needs and agree whether Rainbow Trees Pathway is a good fit.

Step 4: Documentation Completed



If the placement is agreed, the following paperwork must be completed before the start date:



➤ **Student/Service User Contract, including:**

- Contact details for two parents/carers or safe person
- Attendance days/times
- Risk assessment (medical, behavioural, environmental)
- Medical and allergy information
- Emergency contacts
- Review and reporting schedule
- Funding agreement (school/LA/parent)
- Permissions Forms for travel arrangements

Supporting Documents:

- Registration form
- Pupil profile (strengths, challenges, interests)
- Behaviour or care plan (if applicable)
- PEEP (Personal Emergency Evacuation Plan) if needed

5. Admissions for Small Group Activities (e.g. Brick Clubs)

Rainbow Trees Pathway offers structured group sessions, including:

- Brick Clubs (LEGO therapy)
- Creative arts and social skills groups
- Sensory sessions

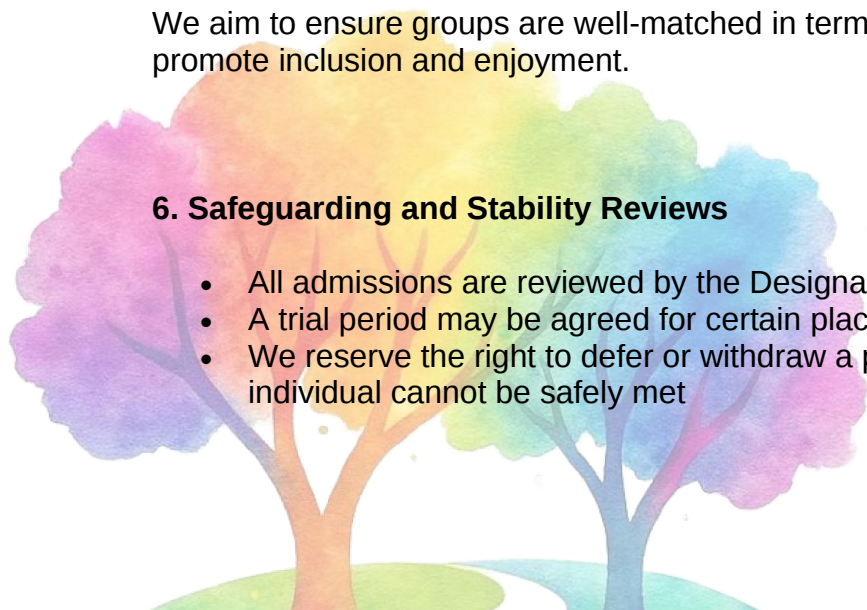
Admission to these activities follows a short-form process but still requires:

- A completed registration form
- Medical/allergy information
- Emergency contacts

We aim to ensure groups are well-matched in terms of age, needs, and interests to promote inclusion and enjoyment.

6. Safeguarding and Stability Reviews

- All admissions are reviewed by the Designated Safeguarding Lead (DSL)
- A trial period may be agreed for certain placements
- We reserve the right to defer or withdraw a placement if the needs of the individual cannot be safely met



- All individual plans are reviewed within 6 weeks of admission, or sooner if concerns arise



7. Enrolment documentation

- Parent/Carer Handbook
- Risk Assessment
- Information home visit
- Registration form
- PEEP if applicable
- Pupil Profile

7. Equality and Inclusion

Rainbow Trees Pathway is committed to:

- Promoting inclusive access to services
- Making reasonable adjustments under the Equality Act 2010
- Respecting the rights and needs of disabled individuals, neurodivergent individuals, and those from diverse backgrounds

We work in partnership with families and professionals to overcome barriers wherever possible.

8. Data Protection and Confidentiality

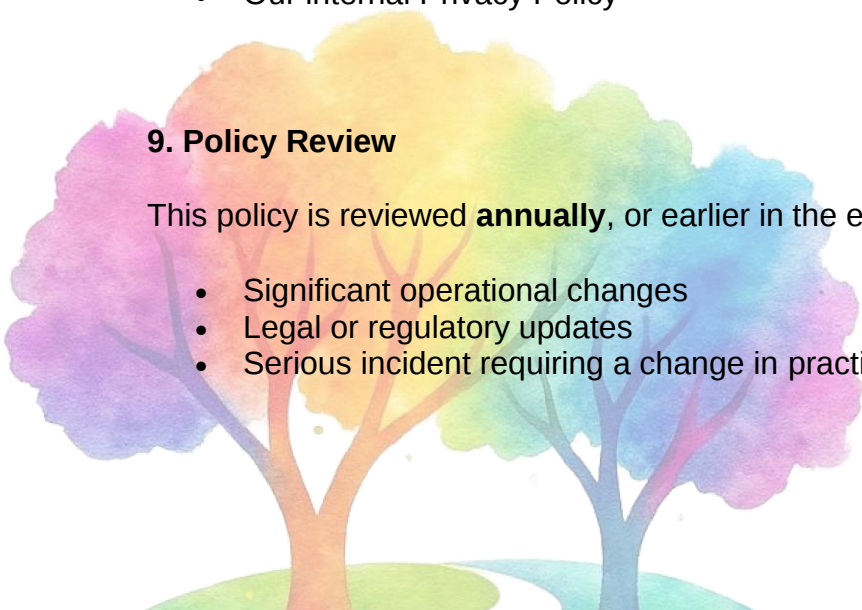
All information collected during the admissions process is stored securely and handled in line with:

- UK GDPR
- Data Protection Act 2018
- Our internal Privacy Policy

9. Policy Review

This policy is reviewed **annually**, or earlier in the event of:

- Significant operational changes
- Legal or regulatory updates
- Serious incident requiring a change in practice





[Your Name]	Jemma Quarterman
Position: [Your Role]	Founder
Date: [Insert Date]	01.12.2025

