

Admissions Policy

Expanse Learning Wigan School

June 2025

Author:

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Version:

9

This Policy was approved by:

Board of Directors on 16th June 2025

Date for Review:

June 2027

1. Scope

This policy applies to all staff at Expanse Learning Wigan School (Hereafter referred to as the school).

2. Student Numbers

Expanse Group School is registered with the Department of Education and provides places for up to 45 boys and girls aged 11 to 16. Class groups may be combined to form a more viable teaching and learning group.

3. Admission Criteria

- Students will be aged between 11 and 16 years.
- All students will have an Education, Health Care Plan (EHCP) or be under an assessment to complete an EHCP
- The plan will specify that the student has SEND, social, emotional, and mental health issues (SEMH)/ASD difficulties and behaviours, which may be deemed challenging or inappropriate in other school settings.
- Students may have specific or generalised learning difficulties.
- There might be exceptional circumstances in which a student is admitted for a formal assessment by the LA.

4. Admissions Process

All students admitted to the school will have been initially referred by their Local Authority (LA). If, after reviewing the information provided, the school believes that the student meets the admission criteria, arrangements will be made with the LA for the parents/carers and student to visit the school. The interview will include a tour of the school and a meeting at which the school policies and curriculum are discussed. Visitors will have the opportunity to ask any questions they may have.

If, following these visits, all concerned are agreed that the student's needs can be met at the school and that the student and parent/carers are committed to the placement, arrangement will be made for admission.

The LA will:

- Confirm acceptance of the offer of placement.
- Attend Annual Review Meetings.

The school will provide each student:

- A choice of two school meals at lunch time and a desert. On days when students are on an educational visit they are provided with a packed lunch. If a student has specific dietary needs, these will be catered for.

The school will provide each parent/carer:

- Details of Expanse Group information.
- A School Welcome Pack.

5. Mobile Phones

Mobile phones are not permitted in school under any circumstances. Students must not bring mobile phones onto the school site; if a phone is brought in, it must be handed in at reception upon arrival. Failure to comply with this rule will result in a fixed-term exclusion.

It is essential that parents fully support and enforce this policy, which forms a condition of the school's admissions agreement between school and home. Continued failure to adhere to or support this requirement could lead to a Permanent Exclusion.

6. Dress code

The school aim is to prepare our students for all aspects of life beyond Expanse Group. Whilst we value individuality, students and parents / carers need to recognise that appropriate dress, along with basic etiquette, are common requirements in the school and professional settings.

Guidelines:

- a) No see-through clothing or strapless tops including sheer leggings
- b) No visible underwear/swimwear
- c) Non-uniform shorts / skirts to be minimum fingertip length

- d) No deliberately ripped or torn garments
- e) No clothing with offensive / inappropriate slogans or images
- f) No coats on in any lessons
- g) No hoods up or hats on in any school buildings

Students found to be inappropriately dressed will be expected to put on clothing provided by the school over their own clothes for the remainder of the day. Students repeatedly failing to comply or not following teachers' instructions to rectify their dress will be referred to the pastoral team. The Head Teacher or another senior member of staff will inform parents / carers of the incident.

7. Monitoring arrangements

This policy will be reviewed by Head Teacher every 2 years. At every review, the policy will be shared with the Board of Directors/governing board.

Impact of non-compliance

Staff:	Disciplinary action
Student:	Suspension, Temporary Exclusion, Permanent Exclusion, Action plan, Support plan
Legislation/organisational:	Reputational damage, statutory and non-regulated compliance
Compliance lead:	Headteacher/Director of Schools
Policy Reference:	ELWS-POL-OPER-0002
Version:	9
Agreed policy location:	PeopleHR & Company Webpage
Review Schedule:	24 Months
Does the policy require Governor approval?	No

Version Control

Version	Date	Revision	Review Date
1	22/06/2018	First Issue	21/06/2019
2	04/02/2019	Transferred onto the new policy template	21/06/2019
3	01/09/2019	Policy review and transferred to new template	31/08/2020
4	01/09/2020	Policy Review	31/08/2021
5	01/09/2021	Policy Reviewed	31/08/2022
6	01/09/2022	Policy reviewed	31/08/2023
7	23/08/2023	Policy reviewed	22/08/2024
8	23/08/2024	Policy Reviewed	22/08/2025
9	16/06/2025	Policy reviewed and added section 5	16/06/2027