


**Admissions Policy  
Koala Hybrid Provision**

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This policy was developed by	CEO
These people were consulted/ involved in developing the policy	Head of Education
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Signed (CEO)	

## Contents

1.	Statement.....	3
2.	Who will attend Koala Hybrid.....	3
3.	How to apply.....	4
3.1	Parent/carer or School enquiry.....	4
3.2	Visit.....	4
3.3	Formal expression of interest.....	4
3.4	Consultation from the Local Authority.....	4
3.5	Assessment.....	4
3.6	Place offered.....	4
3.7	Transition.....	5
3.8	Commencement at Koala Hybrid.....	5
4.	Admission assessment documents.....	5
5.	Transition.....	6
6.	LGBTQ+ Young People.....	6

## **1. Statement**

The purpose of this policy is to ensure that Koala is able to meet the individual needs of the children and young people who are admitted to our alternative provision 'Koala Hybrid'.

Koala Hybrid may also be referred to as 'Learning without Walls'. Whilst this is no longer the name used by Koala for the Hybrid Provision, this name may be referred to.

The aim of the admission policy is to provide clarity regarding the criteria for admissions for Local Authorities and parents/carers to ensure that the process and decisions are fair, consistent and that all parties involved in the admissions process work in partnership.

The policy is reviewed annually, or when required by changes in legislation or revised charity procedures.

## **2. Who will attend Koala Hybrid**

Koala Hybrid offers part-time placements for neurodivergent children and young people aged 8 to 16 who struggle to access a traditional learning environment.

Prospective learners will likely have autism, or social, emotional mental health needs stated on their EHCP and likely to have one or more of the following needs identified within their Education, Health and Care Plan:

- High anxiety
- School phobia/emotionally-based school avoidance (EBSA)
- Low self-esteem, confidence and lack of resilience
- Autistic spectrum condition (ASC)
- Pathological demand avoidance (PDA)
- Selective mutism
- Social vulnerability
- Speech, language and communication needs
- Social communication needs
- Sensory processing needs
- Specific learning difficulties, such as dyslexia
- Trauma and attachment disorders

All funding for a place at Koala Hybrid, is provided by local authorities.



### 3. How to apply

The following outlines the application process for parents/carers and Local Authorities:

#### 3.1 Parent/carer or School enquiry

Register your interest for a place at Inclusion by contacting [hello@moreeducation.co.uk](mailto:hello@moreeducation.co.uk). You will receive confirmation this has been received. Please do not send a referral form/EHCP at this point.

#### 3.2 Visit

Parents/carers are welcome to join one of our community sessions which are free of charge and are held in the same space as Koala Hybrid. Information regarding all sessions can be found here:

<https://linktr.ee/koalacharity>

#### 3.3 Formal expression of interest

Parents/carers and schools can complete our referral form and return this to [hello@moreeducation.co.uk](mailto:hello@moreeducation.co.uk). Please include your child's most recent EHCP and Annual Review information. Please confirm, in the email, whether funding has been agreed at this point.

#### 3.4 Consultation from the Local Authority

Contact your local authority/caseworker to discuss making a referral to Koala. If this is agreed, caseworkers should send the relevant assessment documents (see Section 5) to [hello@moreeducation.co.uk](mailto:hello@moreeducation.co.uk). These will be assessed by our team.

#### 3.5 Assessment

Koala's Hybrid team will review all the assessment documents and complete the Local Authority's consultation document to confirm if we can/cannot meet the learner's needs.

#### 3.6 Place offered

If the Hybrid team confirms to the Local Authority that the provision can meet the young person's



need, as outlined on the EHCP, a formal place will be offered and contact made with the family. In some cases, a trial period may be offered.

### **3.7 Transition**

Our Head of Education will oversee the transition process and liaise with the learner and the family. This conversation will form the basis of a personalised transition plan created in partnership between Koala (the Head of Education) and the family to ensure a positive and successful start at Koala Hybrid. This plan is bespoke to each learner and will be designed around their needs and concerns when starting.

### **3.8 Commencement at Koala Hybrid**

Once all the paperwork is completed, and a transition plan/date of starting agreed, the young person will join us at Koala Hybrid.

If we have received a successful local authority referral, and there is no room on Koala Hybrid, the young person will be placed on a waiting list.

As soon as a space becomes available we will contact the parent/carer and Local Authority to inform them that a space has become available and begin the transition process.

When placed on a waiting list we are unable to provide an estimate of when a space will become available.

## **4. Admission assessment documents**

Koala works in partnership with local authority personnel and requires that all necessary documentation is provided in a timely manner in order to ensure an informed decision can be made about meeting the needs of a child/young person. The documents required are:

- Current Education, Health and Care Plan (EHCP)
- Most recent annual review
- Current/most recent care plan/Personal Education Plan (PEP), if applicable
- Current/most recent behaviour management plan(s), including the number of exclusions (if applicable) and risk assessment(s)



- Any additional assessments (such as OT or SALT)
- Any additional professional reports (e.g. psychology, psychiatry, paediatrics, YOT, CAMHS etc)
- Information on any previous Pupil Premium spend
- The learner's attendance at their previous setting(s) and whether they were identified as EBSA by their previous setting
- Previous academic attainment (such as reading age)

## 5. Transition

Once funding and placement has been formally agreed, Koala will arrange a pre-admission planning meeting. The learner and their parents/carers, and key professionals, will be invited to attend this meeting where a transition plan will be created together.

We strongly encourage this meeting to take place to ensure a successful transition and allow further context be provided to us so that we can support each learner individually.

The support plan will be reviewed and finalised prior to admission. Each transition plan will be personalised to the individual needs of the learner.

## 6. LGBTQ+ Young People

At Koala we celebrate our LGBTQ+ young people and strive to create a community in which LGBTQ+ feel safe and supported to be themselves. This includes using their chosen pronouns and name. We do this as part of our support of the mental health of our young people.