



THE GILLFORD CENTRE

Admissions Policy

Approved by ¹			
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Position:	Chair of The Management Committee		
Signed:			
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1. Introduction

The Gillford Centre is a Pupil Referral Unit (PRU) based in Carlisle, Cumbria, providing short- and medium-term educational provision for children and young people aged 5–16 who are not currently able to attend mainstream school. Our aim is to provide a safe, supportive, and structured learning environment to support re-engagement with education, build resilience, and facilitate successful reintegration or transition to suitable longer-term placements.

2. Aims of the Policy

- To ensure a clear and transparent admissions process for pupils referred to The Gillford Centre.
- To support pupils who require short-term alternative provision as a result of exclusion, medical needs, or other vulnerabilities.
- To ensure all placements are made in the best interests of the child or young person.
- To promote effective collaboration with schools, the Local Authority, and families.

3. Referral Routes and Eligibility

The Gillford Centre accepts pupils through the following routes:

- Permanent exclusion from mainstream school.
- At risk of permanent exclusion (via preventative placements or intervention support).
- Medical needs or anxiety-based school avoidance (supported by medical evidence and multi-agency input).
- Pupils awaiting specialist provision.
- Supported reintegration plans.

4. Admissions Procedure

1. Referrals are submitted by schools or the Local Authority using the appropriate referral documentation.
2. All referrals are reviewed by the Centre's admissions panel, which meets regularly.
3. Where appropriate, a consultation may be held involving the referring school, family, and relevant professionals.
4. A decision is made based on pupil need, availability, and appropriateness of placement.
5. If a placement is agreed, a start date is confirmed and an induction meeting arranged.
6. A personalised learning plan and risk assessment are created in collaboration with parents/carers and the pupil.

5. Priority and Oversubscription

Where demand for places exceeds capacity, priority will be given to:

- Pupils who are permanently excluded.
- Pupils with an Education, Health and Care Plan (EHCP).
- Pupils identified by the Local Authority as vulnerable or at risk.

All decisions are made in consultation with the Local Authority and with regard to the best interests of the pupil.

6. Review and Monitoring

All placements are reviewed regularly to assess progress and determine the next steps for reintegration or transition. The admissions policy is reviewed annually by the Management Committee and leadership team to ensure it reflects current needs, legislation, and best practice.