



Venture
Learning

Admissions Policy

Venture Learning

Document Owner

Rhys Griffiths

Version

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31/08/2026

Introduction

Venture Learning is an Independent School for students in Key Stage 3 and 4. We offer tailored educational support packages to young people who are at risk of exclusion from mainstream secondary schools. As such, we work closely with the commissioning school throughout the referral and admissions process to ensure that our provision is best placed to meet the needs of each young person and their school. The procedures for referral and admission will be outlined in this policy.

Venture Learning will provide education for up to a maximum of 22 full-time equivalent students aged 11-16. These places can be a mix of full-time and part-time packages. Young people attending Venture Learning will remain on the roll of the commissioning school unless they have an Education and Health Care Plan (EHCP) and Venture Learning is the named school following consultation.

To acquire a place at Venture Learning, young people must be referred by an educational establishment or by the local authority.

Venture Learning specialises in providing places for those who are at risk of permanent exclusion. As such, we reserve the right to refuse a place to a prospective student if we feel it will put the wider cohort at risk. In some circumstance, we may accept a student on the proviso that their placement can only consist of designated sessions.

Venture Learning does not discriminate against prospective students on the grounds of race, religion and belief, sexual orientation or gender expression (refer to the Equalities Policy).



Key Staff and Contacts

Provision Based Contacts

Name	Role
Rhys Griffiths	Chair Of The Proprietary Board
Rich Hill	Headteacher
Gemma Waddington	Deputy Head of Provision
Contact details:	Venture Learning 19A Forester Street Netherfield Nottingham NG4 2LJ
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	Rich.hill@venturelearning.co.uk
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Section 1: Commissioning Process

All prospective students must be nominated by a school or local authority who lead the commissioning process. Parents/carers and students cannot apply for a place themselves.

1.1 Point of Contact

The points of contact for commissioners are Rich Hill, Head Teacher or Gemma Waddington, Deputy Head of Provision. Venture Learning should be contacted directly to instigate the commissioning process. Commissioners can enquire by phone or via email. All contact details are included on Page 3 of this document.

Venture Learning will advise the commissioner of the availability of places and discuss possible provision offers.

1.2 Referral Documentation

In order to assess the suitability of our provision for a prospective student, Venture Learning will require a suitable depth of information about the young person and their needs.

Venture Learning will issue a referral form to the commissioner. If they have already filled in a Previous School Information (PSI) form, they may provide a copy of this instead.

Venture Learning require the commissioner to provide the most up-to-date risk assessment for the young person prior to arranging any visits or trial days.

Commissioners should also provide any additional relevant documentation they may have for the young person, including but not limited to: pupil profiles; individual education plans; behaviour pathways; provision maps; EHC plans.

1.3 Meeting

Venture Learning will not offer a place until we have met the prospective student. We encourage a representative from the commissioning school to meet with us at the same time as parents/carers and the young person at Venture Learning.

1.4 Offering a Place

When all the above stages are completed, Venture Learning will decide whether or not to offer a place. If we offer a place, we will complete a Service Level Agreement with the commissioner.

The conditions of the placement will be agreed (for example, designated sessions) and a start date will be set. Venture Learning will schedule an induction prior to, or at the onset of, the placement starting. This must be completed before the young person starts accessing the provision. All placements will be subject to a probationary period of 8 weeks

