

Registration Threshold Policy

1. Purpose

This policy sets out how Liminal Education East Anglia Ltd monitors and responds to the legal thresholds for registration as an independent school. Its purpose is to ensure the provision remains compliant with Department for Education (DfE) requirements and that no child is placed at risk through unregulated practice.

2. Legal Framework

Under Section 96 of the Education and Skills Act 2008, it is a criminal offence to conduct an unregistered independent school. A setting is required to register as an independent school with the DfE if it provides full-time education to:

- Five or more pupils of compulsory school age; or
- One or more pupils of compulsory school age who have an Education, Health and Care (EHC) plan; or
- One or more pupils of compulsory school age who are looked-after (children in care).

“Full-time education” is generally interpreted by the DfE as 18 hours or more per week.

3. Definitions

- Alternative Provision (AP): Education arranged by schools or local authorities for pupils unable to attend mainstream or special schools.
- Compulsory School Age: From the start of the term following a child’s 5th birthday until the last Friday in June of the school year in which they turn 16.
- Looked-After Child (LAC): A child who is in the care of a local authority.
- EHC Plan: A statutory plan setting out education, health and care support for a child with special educational needs.

4. Responsibilities

- Head of Centre is responsible for monitoring pupil numbers, categories, and hours of provision against registration thresholds.
- Designated Safeguarding Lead (DSL) ensures that commissioners (schools/LAs) are notified immediately if the provision risks exceeding thresholds.
- All Staff must inform the manager of any planned change to a pupil’s timetable that could increase attendance hours.

5. Monitoring Process

- A Register of Admissions and Attendance is maintained and reviewed weekly.
- Each pupil file records: compulsory school age status, whether the pupil has an EHC plan, and whether the pupil is looked-after.
- The proprietor keeps a running total of full-time equivalent pupils (based on 18+ hours

per week).

- A termly compliance review is carried out and signed by the proprietor.

6. Exceeding Thresholds

If thresholds are met or likely to be met:

- The proprietor will immediately notify the DfE and begin the registration process.
- No additional full-time pupils will be admitted until registration approval is confirmed.
- Commissioners and local authorities will be informed of the position without delay.

7. Record Keeping

Evidence of threshold monitoring, compliance reviews, and any correspondence with the DfE will be retained for a minimum of six years.

8. Policy Review

This policy will be reviewed annually or sooner if DfE guidance changes.

Approved by: *Richard Henwood* (Head of Centre)

Date: 01/09/25

Next Review: September 2026