



Llywodraeth Cymru
Welsh Government

Independent special post-16 institutions guidance

Guide for establishments on how to apply for inclusion on the Welsh Government list of independent special post-16 institutions

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Introduction

1. The purpose of this document is to set out, for the benefit of interested parties, the application process for establishments to be included in the independent special post-16 institution (ISPI) list, maintained by the Welsh government. This replaces the process by which specialist further education (FE) establishments can enter into a funding agreement with the Welsh Government in order to access the Welsh Government funded placements.
2. The [Additional Learning Needs and Education Tribunal \(Wales\) Act 2018](#) (“the Act”) created a new statutory framework for supporting children and young people with additional learning needs (ALN). This replaced legislation surrounding special educational needs (SEN) and the assessment of children and young people with learning difficulties and/or disabilities (LDD) in post-16 education and training. Under the Act, local authorities in Wales are now responsible for securing additional learning provision for young people up to the age of 25 with ALN. This includes a duty on local authorities to prepare and maintain an individual development plan (‘IDP’) for a young person with ALN not in a school or a mainstream further education institution, where the local authority decides it is necessary in order to meet their reasonable needs for education and training, in accordance with regulations¹. This replaced the role previously undertaken by the Welsh Ministers (in accordance with their functions under the Learning and Skills Act 2000) to secure specialist post-16 education placements for learners with learning difficulties and/or disabilities.
3. The Act prescribes that the Welsh Ministers must establish and maintain a list of ISPIs in Wales and England. Local authorities are only permitted to secure education or training provision for young people with ALN at an ISPI if it is included in the list.
4. In accordance with the Act, The Additional Learning Needs (List of Independent Special Post-16 Institutions) (Wales) Regulations 2020 (“*ISPI regulations*”) provide, among other things, the requirements to be on the list. The ISPI regulations should be read in conjunction with this guidance.
5. The ALN system commenced, on a phased basis, from September 2021. However, to allow time for existing specialist FE establishments to apply to be on this list ahead of the Act coming into force, the ISPI regulations, along with this guidance, came into force on 4 January 2021. The ALN system came into full force in September 2025.

¹ To be made under section 46 of the Act

Statutory context

6. Under section 2 of the Act, a person will be considered to have ALN if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision (ALP).
7. A child of compulsory school age or a person over that age has a learning difficulty or disability if he or she:
 - (a) has a significantly greater difficulty in learning than the majority of others of the same age, or
 - (b) has a disability for the purposes of the Equality Act 2010 which prevents or hinders him or her from making use of facilities for education or training of a kind generally provided for others of the same age in mainstream maintained schools or mainstream institutions in the further education sector.
8. In respect of a young person, ALP means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream school in Wales or a mainstream institution in the further education sector in Wales.
9. Local authorities' functions in respect of securing educational provision for learners with ALN, including those at ISPIs are set out in the Act.
10. In summary, local authorities have a duty² to prepare and maintain an (IDP) for a young person it decides has ALN if it decides it is necessary in accordance with regulations³ to do so in order to meet his or her reasonable needs for education or training. If the reasonable needs of a young person for which ALP cannot be met unless a local authority also secures a place at a particular school or other institution, or board and lodging, the authority must include a description of that provision in the IDP.
11. The Act sets out the legal requirement for Welsh Ministers to publish and maintain a list of ISPIs and requires that they publish regulations that provide:
 - (a) the contents of the list;
 - (b) requirements to be complied with as a condition of being included in the list;
 - (c) requirements to be complied with while the institution is listed (including requirements for approval by the Welsh Ministers of arrangements at the institution and change of such arrangements);
 - (d) removal of the institution from the list; and

² Under section 14 of the Act

³ To be made under section 46 of the Act

- (e) rights of appeal to the First-tier Tribunal for proprietors of institutions against decisions made by Welsh Ministers in accordance with the regulations (see section 56 of the Act)

12. The ISPI regulations provide for those requirements.

13. A local authority may only secure education or training for a child or young person at an ISPI in Wales or England if the institution is included in the list. An ISPI is defined within the Act as an institution which provides education or training for persons over compulsory school age and is specially organised to provide such education or training for persons with ALN. However, the institution cannot be:

- (a) an institution within the further education sector;
- (b) an independent school included in the register of independent schools in Wales;
- (c) an independent educational institution, which has been included in the register of independent educational institutions in England; or
- (d) a 16 to 19 Academy.

Process

Who is it for?

14. This process is aimed at those establishments that wish to provide post-16 education and training specifically for young people with ALN. If that establishment is seeking to secure local authority funded placements at their setting, they will need to apply to the Welsh Government to be included in the list of ISPIs ('the list').
15. This process does not apply to those specialist establishments, such as special schools and independent 'special' schools, who may cater for pupils with special educational needs up to the age of 19.
16. Where there are two or more establishments run under one parent company, each establishment intending to receive local authority funded placements will need to be included in the list.

Applying for approval of arrangements at the ISPI and inclusion in the list

17. Where an establishment is seeking to receive local authority funded placements, it will need to make an application to the Welsh Government to be included in the list and to have its arrangements approved. Applications to the Welsh Government can be made at any time during the year.
18. In considering when to submit an application for inclusion in the list, the establishment should consider this guidance in accordance with the ISPI regulations. Establishments should also be mindful of the process and timescales associated with considering an application. The Welsh Government will endeavour to make a decision on an application to be in the list as promptly as possible. It is expected that this process will take approximately three months depending on the quality of the application received and consideration of other sources of information relating to the prospective ISPI.
19. Placements cannot be secured at a prospective ISPI until the setting has been included in the list. It may be that local authorities choose to undertake their own checks of the ISPI and may wish to enter into funding agreements with ISPIs before funding individual placements.
20. Applications to be included in the list should be sent to the following address:

Post-16 Additional Learning Needs
Welsh Government
Crown Buildings
Cathays Park

Cardiff
CF10 3NQ

or, electronically to Post16ALN@gov.wales

21. Following consideration of the application, the Welsh Government will write out to the ISPI to confirm the outcome. If the outcome is not successful, reasons will be provided by the Welsh Government and information regarding rights of appealing the decision will be provided (see section on right of appeal). If the outcome is successful, the Welsh Government will provide confirmation that the establishment will be entered onto the published list.

Requirements for the approval of arrangements and to be included in the list

22. In order for the arrangements to be approved and for the inclusion of the ISPI in the list the proprietor must provide the following information as part of its application:
 - The arrangements at the ISPI;
 - General information about the ISPI;
 - Evidence that the establishment is financially viable; and
 - Evidence of the quality ALP that it will provide to young people with ALN.
23. An application form is available at Annex A which sets out the information required when providing general information and for the approval of the arrangements at the ISPI. For the arrangements to be considered for approval, the ISPI must include information about the:
 - age range of the persons that the ISPI caters for;
 - the maximum number of persons that the ISPI caters for;
 - the proprietor of the ISPI; and
 - the type of ALP provided by the ISPI.
24. The arrangements at the ISPI must be approved by the Welsh Government in accordance with the ISPI regulations (regulation 4). The Welsh Government's decision about the arrangements at an ISPI is appealable (see section on right of appeal).
25. The ISPI will need to provide financial documentation in support of the application in order to satisfy the Welsh Government that it is financially viable. This documentation should include:
 - Audited financial statements for the last 2 years; or
 - For an establishment that has not yet prepared its first set of annual accounts, a costed business plan including 12 months forecasted income and expenditure, cash flow forecast, projected balance sheet and an explanation of the assumptions made for the figures provided.

26. The Welsh Government will use the information provided within the application form, the supporting financial information and any other sources available to undertake a financial health check.
27. The ISPI will also need to provide information evidencing the quality of ALP it provides. This will include reports relating to the ISPI provided by Estyn (for those establishments in Wales) and Ofsted (for those establishments based in England). The Welsh Government may seek further information from the ISPI relating to these reports. This might be the case where the inspectorate has made recommendations for actions to address standards.
28. If for any reasons a report is not available, for example in the case of a new establishment having not yet received an inspection of the education it provides, then the Welsh Government may consider any other evidence considered appropriate in relation to the quality of educational provision, including ALP, offered by the ISPI. This may include asking the inspectorate to undertake a visit of that ISPI.
29. If an establishment provides, or proposes to provide, residential accommodation in relation to the intended further education offer it must ensure the establishment is registered with either the Care Inspectorate Wales⁴ (CIW) or the Care Quality Commission⁵ (CQC). The ISPI will need to provide its CIW or CQC registration number as part of the application to be in the list. The Welsh Government will consider the findings from the CIW or CQC report, and if necessary, contact CIW or CQC to discuss the suitability of the boarding accommodation available. It is possible that CIW or CQC would wish to visit the establishment as part of the process, in which case they will make arrangements to visit the establishment to assess the provision as stated in the completed application.
30. Where further clarity or information is required, the Welsh Government will contact the establishment directly. If the Welsh Government is content all the necessary information has been provided, the application will be considered accordingly.
31. The information in the application and supporting documentation may be shared with the relevant education inspectorate. In the case of an ISPI based in Wales, Welsh Government will forward the application to Estyn who will consider the

⁴ CIW is responsible for the inspection and regulation of childcare, social and non-health care for adults and children, and local authority social services in Wales. The inspectorate carries out their functions on behalf of the Welsh Ministers. The ISPI regulations therefore refer to Welsh Ministers in this context. Further information on registration is available on the CIW website:

<https://www.careinspectorate.wales/register-provide-service>.

⁵ Further information on registration is available on the CQC website:

<http://www.cqc.org.uk/content/what-registration>

application and provide recommendation to the Welsh Government on whether the establishment is suitable to be included in the list. For an ISPI based in England, the Welsh Government will consider the findings from the latest Ofsted report. If a new establishment is being set up in England, they will need to be listed under section 41 of the Children and Families Act 2014. In any case, the education inspectorate may determine a visit to the establishment is necessary to assess the provision as stated in the completed application or may be satisfied to provide recommendation on the basis of previous visits to the establishment and any subsequent reports.

Requirements to be complied with while the ISPI is included in the list

32. The Welsh Government must have confidence in the provision available in any ISPI included in the list. Therefore, every ISPI in Wales will be subject to a regular review by Estyn, in line with its framework. This may be in the form of a monitoring visit. Those ISPIs in England will be subject to the inspectorate and monitoring regime of Ofsted.
33. To ensure an ISPI is able to remain in the list, they will be required to provide upon the request of Welsh Government, the following information:
 - Evidence that the establishment is financially viable;
 - Evidence that satisfies the Welsh Government to the continuing quality of the ALP including, latest reports relating to the ISPI from the relevant education inspectorate (Estyn or Ofsted) and care inspectorate (if necessary); and
 - Any other information relating to the provision of education, the management or the governance of the ISPI.
34. Once in the list, an ISPI is not required to provide ongoing annual financial accounts to satisfy the Welsh Government of its financial viability. However, when requested, the ISPI will need to provide financial documentation to the Welsh Government. Such a request will be determined on a risk-based approach and will include (but not limited to) consideration of the young people placed at the ISPI and/or where financial or governance concerns have been identified. As with the requirements to apply to be in the list, the information requested is likely to be in the form of audited financial statements or in the case when an ISPI has not yet prepared its first set of annual accounts, a costed business plan including 12 months forecasted income and expenditure, cash flow forecast, projected balance sheet and an explanation of the assumptions made for the figures provided.
35. Upon request, ISPIs will be required to submit to the Welsh Government their latest reports undertaken by Estyn or Ofsted and by CIW/CQC if necessary. This might be to understand an up to date picture of the educational provision being offered by the ISPI, including their ALP. As with the requirements to apply to be

in the list, if it is the case that for any reasons a report is not available, the Welsh Government may consider any other evidence considered appropriate in relation to the quality of educational provision offered by the ISPI. As a matter of good practice, the Welsh Government would expect an ISPI to provide them with their latest report once this becomes available.

36. The Welsh Government may at any time request information relating to the provision of education, management or governance of the ISPI. This would likely be in the case where a report of the ISPI has identified any shortcomings in standards and action has been recommended to address these.

Changes to arrangements

37. The proprietor of the ISPI may at any time apply to the Welsh Government to seek changes to the arrangements at the ISPI (paragraphs 23 and 24 refer to the arrangements). An application to seek a change to arrangements must be made in writing to the Welsh Government.
38. The Welsh Government will accordingly consider applications for changes to arrangements. In doing so, they may seek the views of the relevant inspectorate before making a decision. The Welsh Government will aim to make a decision within 8 weeks.
39. Prior to a decision being made, the current arrangements agreed for the ISPI will remain in place.
40. The Welsh Government will write to the ISPI to confirm the outcome. If the outcome is not successful, reasons will be provided by the Welsh Government and information regarding rights to appeal the decision will be provided (see section on right of appeal). Unless specified otherwise, notification of approval of the change will take place with immediate effect and the list will be updated accordingly.
41. Applications for changes to arrangements should be sent electronically to Post16ALN@gov.wales

Application by proprietor for removal of the ISPI from the list

42. The proprietor of an ISPI can apply to the Welsh Government to be removed from the list. An application to seek removal from the list must be made in writing to the Welsh Government and must specify a date at least 28 days from the application. The Welsh Government will agree to the removal of the ISPI specified within the application or to an alternative date agreed with the proprietor. This might be in cases where it may be deemed more suitable for the ISPI to be removed later or sooner than specified in the application. For example, it may be more suitable for an ISPI to be removed at the end of a college term to allow young people placed there to complete elements of their programme of study. Where the proprietor has Welsh funded learners placed at their institution, we would expect proprietors to have already engaged with the local authority to advise of their intentions prior to an application for removal being submitted.
43. Upon receipt of an application to remove the ISPI from the list, the Welsh Government will endeavour to respond as soon as possible.
44. Upon agreement of the date of removal, the Welsh Government will inform all local authorities in Wales of the date that the ISPI will be removed from the list. The Welsh Government may also decide to write to other relevant persons to inform them of the date that the ISPI will be removed from the list. In writing to all local authorities in Wales, the Welsh Government will explain the reasons for the removal of the ISPI from the list.

Removal of an ISPI from the list

45. The Welsh Government can remove an ISPI from inclusion in the list and may take into account any of the following:
 - Evidence relating to financial viability of the ISPI
 - Any reports relating to the ISPI
 - Any serious concerns about the ISPI received from a local authority, a young person or from any other person
46. The Welsh Government will carefully consider whether or not to remove an ISPI from the list. Any decision to remove an ISPI will not be taken lightly and will be made with full consideration of the impact on existing young people funded at the ISPI. At any time, the Welsh Government needs to be satisfied that the ISPI is financially viable and able to deliver appropriate ALP. The Welsh Government also wishes to be satisfied appropriate safeguarding arrangements are in place for vulnerable young adults enrolled at the ISPI. Any serious concerns, such as safeguarding matters that are brought to the attention of the Welsh Government will be urgently considered.

47. There is no specified timescale when investigating whether to remove an ISPI from the list, as each case will vary depending on the concerns. However, each situation will be considered on a case by case basis.
48. When the Welsh Government decides to remove an ISPI from the list, it is required to notify the proprietor of that decision. In doing so, the Welsh Government will explain the reasons why it has decided to remove the ISPI from the list and provide information regarding rights to appeal the decision (see section on right of appeal).
49. The Welsh Government will also inform all local authorities in Wales of its decision and will do so at the same time that it notifies the ISPI. The Welsh Government may also decide to write to other relevant persons of its decision to remove the ISPI from the list. In writing to all local authorities in Wales, the Welsh Government will explain the reasons for their decision and that the ISPI has the right to appeal the decision. The Welsh Government will commit to writing to local authorities to inform them when an ISPI has submitted an appeal (as the case may be). Likewise, the Welsh Government will write to the local authority informing them of the outcome of that appeal as soon as it has notified the ISPI of the outcome.
50. Should the proprietor decide to appeal a decision to remove the ISPI from the list, the removal of the ISPI will be in accordance with provisions detailed within the ISPI regulations under right to appeal (regulation 11) and determination of appeal (regulation 12).
51. Should the proprietor not appeal, the decision to remove the ISPI from the list will take effect after 28 days from the date of the notification of the Welsh Government's decision. This timeframe takes into account the 28 day period for which a proprietor of an ISPI may appeal a decision by Welsh Government to remove the ISPI from the list.

Right of appeal

52. The proprietor of an ISPI may appeal to the First Tier Tribunal against a decision:
- a) to refuse to list an ISPI;
 - b) to remove an ISPI from the list;
 - c) not to approve arrangements at the ISPI; or
 - d) not to approve a change to arrangements at the ISPI.
53. When notifying the proprietor of an ISPI of a decision set out above, the Welsh Government will inform the proprietor of their right to appeal that decision. An appeal must be made within 28 days of the notification of that decision.

54. In the case when a proprietor appeals against a decision to remove an ISPI from the list, the Welsh Government may only remove the ISPI from the list subject to the Tribunal upholding the decision. The Welsh Government may also remove the ISPI from the list if the appeal is withdrawn or otherwise disposed of before it is determined by the Tribunal. The Tribunal has the power at any time during such an appeal to regard the ISPI as not included in the list until such time it has determined the appeal. This circumstance would only apply if the Tribunal consider there is risk of serious harm occurring to the welfare of young people enrolled at the ISPI.

55. Appeals should be submitted to:

The First Tier Tribunal
Care Standards Tribunal
HM Courts and Tribunals Service
1st Floor
Darlington Magistrates' Court
Parkgate
DL1 1RU

Tel: 01325 289350
Email: cst@justice.gov.uk

56. Should an appeal be lodged with the First Tier Tribunal against a removal, the proprietor should inform the Welsh Government and in doing so, the Welsh Government will notify local authorities of the appeal against the decision.

57. When determining an appeal, the Tribunal has the power to make certain decisions depending on the ground of appeal. In the case of an appeal against a decision not to approve arrangements or not to approve a change to arrangements, the Tribunal may either uphold the decision not to approve, or itself approve a change.

58. In the case of an appeal against a decision to refuse to include the ISPI on the list, the Tribunal may either uphold the decision, or direct the Welsh Ministers to include the ISPI in the list.

59. In the case of an appeal against a decision to remove an ISPI from the list, the Tribunal may uphold the decision, or revoke the decision. If the Tribunal upholds the decision, the Welsh Minister must remove the ISPI from the list on the date specified by the Tribunal order. Should the Tribunal not specify a date within its order, the Welsh Government may determine the date for which the ISPI is to be removed from the list. In doing so, the Welsh Government will notify local authorities of the outcome of the appeal decision.

Additional information

- Circular 009/2014 Safeguarding Children in Education: Handling allegations of abuse against teachers and other staff

- <https://www.gov.wales/handling-allegations-abuse-against-teachers-and-staff>
- Circular 34/02 Child Protection: Preventing unsuitable people from working with children and young persons in the education service
http://gov.wales/topics/educationandskills/publications/circulars/Circular_34_02_Preventing_Unsu1/?lang=en
- Welsh Government Self-assessment Guidance for Post-16 Providers
<http://learning.gov.wales/resources/browse-all/self-assessment-guidance-post-16/?lang=en>
- Circular 018/2009 Reporting misconduct and incompetence in the education service
<http://gov.wales/topics/educationandskills/publications/circulars/reportingmisconductcircular/?lang=en>
- Keeping Learners Safe
<https://gov.wales/keeping-learners-safe>



Llywodraeth Cymru
Welsh Government

Application for inclusion on the Welsh Government list of independent special post-16 institutions (ISPIs) and the arrangements at the ISPI

General information	
1. Name of Proprietor	<i>As registered with Companies House and/or Charities Commission</i>
2. Website (if available)	
3. Registered Address (including post code)	
4. Telephone number	
5. Email address	
6. Address of the proposed ISPI if different from above	<i>Full address, including postcode and Local authority</i>
7. Does the organisation operate any other specialist establishments in Wales and England? (delete as appropriate)	Yes No If YES, please give the full address and contact details for each establishment (other than that named in 6 above).
8. Name of proposed ISPI (if different from 1)	

9. Name of Principal/Head of the proposed ISPI establishment	
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Legal status	
10. Legal status of organisation (tick as appropriate)	Limited company ☐ Incorporated Charity ☐ Charitable incorporated organisation ☐ Partnership ☐ Limited liability partnership ☐ Sole Trader ☐ Other (please detail) ☐
11. Companies House registration number	
12. Names of company directors/trustees	<i>As registered with Companies House</i>
13. Does the organisation have charitable status? (delete as appropriate)	Yes No
14. If YES to '13', provide the name of charity and the Charity Commission registration number	<i>As registered with Charity Commission</i>

Financial Information	
15. Please confirm that you have included either: • Audited financial statements for the last 2 years; or • For an establishment that has not yet prepared its first set of annual accounts, a costed business plan including 12 months forecasted income and expenditure, cash flow forecast, projected balance sheet and an explanation of the assumptions made for the figures provided	Yes No

Organisation	
16. Does the organisation have a governing body/board of trustees for its post-school provision?	Yes No
17. If YES to '16', please provide: Chair person's full name Residential address Post code Telephone Number	<i>Full address, telephone number, etc.</i>
18. Will the proposed ISPI admit: (tick as appropriate)	Only female students ☐ Only male students ☐ Both male and female students ☐
19. Does the establishment intend to provide boarding accommodation at the establishment or elsewhere under arrangements made by the proprietor for students?	Yes No <i>If YES, a copy of the CSSIW registration certificate must be provided.</i>
20. If YES to '19', will accommodation be: (tick as appropriate)	Term time accommodation ☐ 52 week accommodation ☐
21. Provide CIW/CQC registration number	
22. Date the organisation first proposes to admit students	DD/MM/YYYY
23. Which types of ALN will the ISPI cater for?	<i>Set out briefly the types of Learning difficulty and or disability you can cater for.</i>

Arrangements

Arrangements at an ISPI require Welsh Government approval

Arrangements	
24. Proposed age range of young people attending the proposed ISPI	<i>For example: 16-19, 16-25, 19-25</i>
25. Proposed maximum number of young people the proposed ISPI will cater for	
26. Is the proprietor an individual? (delete as appropriate)	Yes No
27. If YES to '26', then provide: Usual residential address Telephone number Date of birth National Insurance number	<i>Full address, telephone number, etc.</i>
28. Is the Principal/Head also the proprietor?	Yes No
29. Provide description of additional learning provision (ALP) offered by the ISPI.	<i>Information about the additional learning needs the establishment aims to cater for should be included as part of the description of ALP. Information provided should be clear and concise.</i>

Safeguarding	
30. All staff working in regulated activity relating to children (age 16-18) <u>and/or</u> vulnerable adults (age 18+) have had relevant checks as required by the DBS	Yes No
31. Confirm the proprietor agrees to act in accordance with the Welsh Government document ' <i>Keeping Learners Safe</i> '	Yes No
32. If 'No' to Q31, provide reasons for not acting in accordance with ' <i>Keeping Learners Safe</i> '	
33. Provide details of the designated senior person ⁶ with lead responsibility for managing safeguarding issues.	<i>Name, contact number and/or email address</i>

Additional Information

A written Statement of Purpose is also required which accurately describes what the organisation sets out to do for the young people it accommodates and the manner in which education and care within that education is provided. The statement may be made up of other documents such as a prospectus.

⁶ Page 23 of [Keeping Learners Safe](#)

Please provide the following documentation and confirm they have been provided by ticking the relevant box: (this section should **only** be completed for those establishments who do **not** have a current Funding Agreement with the Welsh Government)

Statement of Purpose	☐
	☐
Cyber Essentials (or equivalent) Certificate	☐
Health, safety and welfare policy	☐
Child protection policy and policy for safeguarding vulnerable adults	☐
Countering bullying policy	☐
Complaints policy	☐
Welsh language policy	☐
Quality assurance and customer care policy	☐
Equality of opportunity policy	☐
Documented systems for managing and improving the quality of learning, including an annual cycle of self assessment and review	☐
Sustainable development policy	☐
Educational visits policy	☐

Confirmation I confirm that the information submitted is accurate and I am authorised to submit this application on behalf of the organisation (please tick) ☐ Signed: Print name: Date:
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Please email this completed application form and supporting documents to Post16ALN@gov.wales

The information in this form and documents in support of it will be shared with Estyn who, as part of the application process, will make arrangements to visit the establishment.



Llywodraeth Cymru
Welsh Government

Application for change to arrangements

Name of ISPI	Full Name
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Purpose of Application

Specify the proposed change of arrangement being requested (delete as appropriate)	• Age range • Number of young people the ISPI caters for • The proprietor • The type of ALP provided by the ISPI.
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Proposed Change to Age Range

Please identify the proposed change to age range	
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Proposed Change to Number of Young People that the ISPI caters for

Please identify the change to number of young people the ISPI caters for	
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Proposed Change to Proprietor

Please identify the change of Proprietor (As registered with Companies House and/or Charities Commission)	
Website (if available)	
Registered Address (including post code)	
Telephone number	

Email Address	
Legal status of organisation (tick as appropriate)	Limited company ☐ Incorporated Charity ☐ Charitable incorporated organisation ☐ Partnership ☐ Limited liability partnership ☐ Sole Trader ☐ Other (please detail) ☐
Companies House registration number	
Names of company directors/trustees	<i>As registered with Companies House</i>
Does the organisation have charitable status? (delete as appropriate)	Yes No
If YES, provide the name of charity and the Charity Commission registration number	<i>As registered with Charity Commission</i>
Is the proprietor an individual? (delete as appropriate)	Yes No
If YES, then provide: Usual residential address Telephone number Date of birth National Insurance number	<i>Full address, telephone number, etc.</i>

Is the Principal/Head also the proprietor?	Yes	No
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Proposed Change to Type of ALP provided by ISPI

Please identify the Change to Type of ALP

Reasons for the Proposed Change(s) Requested

Please provide a clear and concise rationale for any proposed changes being requested and attach supporting information where necessary.	
Specify the date the proposed change of arrangement would need to take effect	DD/MM/YY

Confirmation
I confirm that the information submitted is accurate and I am authorised to submit this application on behalf of the organisation (please tick) ☐
Signed: _____
Print name: _____
Date: _____

