

Procedure number:	LS245	Owner (Job Title):	Deputy Principal (Vice Principal FE & Curriculum)
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EIA Meeting Date:		EIA Required:	Yes / No
Date of Latest Review:	20 September 2023		
External Web Site appropriate:	Yes		
Linked policies/College documents (if appropriate):	Admissions Policy Safeguarding Policy Equality, Diversity & Inclusion Policy GDPR Policy		
Impacts:	Students		

Newbury College

Admission Procedure for those with Education, Health & Care Plans (EHCP)

**This document can be made available in other formats,
on request**

Revised 20 September 2023

Introduction:

Newbury College is a general further education college (GFE) which welcomes applications from those with Education, Health & Care Plans (EHCP) for all areas of its provision, including its specialist provision, known as Foundation Learning. The focus of the college is to prepare students for the world of work and, where appropriate, to support students in developing their independent living skills.

This procedure describes how places are allocated for Programmes at the College and how priority for places will be set if there are more applications than there are places available in any academic year. It is very important to read the specific criteria for allocation of places on Programmes as well as the general eligibility criteria for all courses as this provides more detail to the admissions selection process.

The planned number of places for all provision, including Foundation Learning, varies from year to year and is influenced by availability of resources (buildings, equipment, and staff) and the allocation of funding. Where there are more applications than the planned number of places all applications will be considered to the specific criteria detailed in this procedure.

Eligibility:

Applications are open to young people and adults with a wide range of learning difficulties/disabilities which include moderate/severe/profound learning difficulties and/or disabilities, as well as those with additional requirements relating to autistic spectrum disorders, moderate behaviours of concern, visual and hearing impairments, and mental health issues.

All places are subject to availability of funding and funding eligibility criteria as laid out in the Education & Skills Funding Agency's (ESFA) funding regulations – further details can be accessed via <https://www.gov.uk/education/further-education-funding> The College will support an application for this where possible through appropriate funding channels.

The College has a growing supported internship programme, offers apprenticeship places and is open to applications from those interested in a exploring an employer focussed curriculum. For these applications, places will be subject to young people and adults meeting the criteria for a supported internship or apprenticeship place i.e., they must be ready for work or in employment for the vocational apprenticeship and be able to meet the entry requirements for Maths, IT and English.

General criteria for allocation of places on College Programmes of Study:

Places are offered in accordance with the following criteria provided that the College has been sent the necessary pre-assessment documentation and that the places available match the individual support needs of the applicant, for example regarding compatibility within groups.

Unless there are exceptional circumstances, applications will only be considered if they have been accepted in time to allow full assessment before the commencement of the programme.

Before offering a place, consideration will be given to the order in which consultations/applications have been made, availability of a suitable place to meet individual needs (including support for personal care, mobility, and management of behaviours of concern), and suitability of the appropriate pathway or programme of study in terms of matching each applicant's personal aspirations and goals. Together with the compatibility of the applicant and existing college students.

Priority consideration may also be given in exceptional circumstances.

Where an applicant applies for a programme but is unsuccessful due to availability of places, they will be given the choice to remain on the application intake list should a place become available for the current academic year or to have the option to transfer the application to the following academic year.

Transport:

The college does not provide transport to or from the College.

Visiting:

We recommend visiting the College before completing your application or during the process. In addition, please refer to the College website for details of our open events.

The Application Process:

Applications or consultations are dated on reaching the College.

Local Authority consultations will be considered, and responses provided within the timescales required by legislation. If it is not possible for the College to respond within the normal timescale, the Local Authority will be informed of the delay and the likely date of response.

Following consideration of a consultation the College will confirm either:

1. In principle, the information provided in the consultation suggests that the College would be able to meet the needs of the applicant.
or
2. The College is not able to meet the needs of the applicant

If it is decided that, in principle, the College is able to meet the needs, this does not constitute an offer of a placement at the College. Offers of placement will only be made once an assessment has been undertaken by the College and all relevant matters have been considered.

Offers of a placement will be made by the Pre-Admissions Panel, as set out below, which will take into account the order in which applications or consultations are received. Exceptions may apply in instances where the college has been unable to identify all information required to make an informed decision at the panel.

Applications that arrive after the allocated number of places has been filled are held for the duration of the programme. If a space becomes available due to an application/ consultation being withdrawn. Consideration will be given to the order in which outstanding applications/consultations have been made, availability of a suitable place to meet individual needs (including support for personal care, mobility, and management of behaviours of concern), and suitability of the College in terms of matching each applicant's personal aspirations and goals. Together with compatibility of other attending students.

The College will discuss applications/consultations received for Programmes for students under 25 with the relevant Local Authorities.

The Assessment Processes:

All applicants that are new to the College must undertake an initial screening and/or an assessment before being considered for a place on any pathway or course. Where confirmation of needs can be met, these are made based on initial screening only, applicants will be required to attend a transition assessment prior to starting at the College.

For returning students performance based on the known outcomes will be assessed and discussed with both the parent and local authority before confirmation of a returning place is made.

Before being invited for an assessment the student and/or their parents/carers or representatives must provide the following information:

1. Consultation/Expression of Interest form – submitted by or on behalf of the prospective Student.
2. Education, Health and Care PLAN (EHCP)
3. Any other information relevant to their support needs

The College can provide advice and guidance for this.

The Assessment:

Before attending an assessment, the applicant and/or their parents/carers or representatives must provide a copy of their most recent school and/or College report and any additional information requested by the College relevant to their support needs.

1) All new and prospective applicants participate in an initial screening and/or an assessment prior to being considered for a place on a course. This will include:

- face-to-face meetings with the applicant
- meetings with parents and carers
- visits to schools or homes where appropriate
- conversations/meetings with other agencies or professionals (e.g. therapists)
- completion of questionnaires filled in with curriculum, therapy, and nursing staff.

2) **All** new prospective students are required to attend an assessment, either prior to an offer being made or prior to taking up their place at College. The assessment will be carried out by both the academic and support staff.

3) The purpose of the assessment is to ensure that:

- applicants meet the criteria of eligibility
- funding processes are satisfied
- the pathway or course offered meet the learning needs of the individual student
- resources are in place and appropriate to individual needs
- groupings are appropriate for all students.

Where possible, school leavers accepted for full time courses will be offered a transition programme during the summer term prior to confirmation of their placement. This provides opportunities for further assessment and identification of learning goals.

Offer of placement and Pre-admissions Panel decision

The decision to offer a place at the College is made at a panel meeting.

Composition and Content of Courses:

1) The student groupings will be informed by:

- the needs and views of individual students
- safety of the individual and the group as a whole
- compatibility of group members
- effective and efficient use of resources

- the student's choice of current timetable of other activities whenever reasonably possible
- Students chosen pathway.

2) The curriculum (subject) area will be determined by the needs of the individual students

3) Staffing levels within groups will reflect:

- the support needs of individual students
- the identified support levels within the funding criteria

Expectations at enrolment:

1) The College will endeavour to work with colleagues in other provision (e.g. therapy services, links to other educational establishments) in order to make the best possible arrangements for the students.

2) The parent/carer and care manager are responsible for ensuring that the College is fully informed regarding any additional support required.

3) Where an application and offer has been made it can be shown that the application complies with the student's wishes.

4) All students during enrolment will receive an enrolment pack detailing all relevant information relating to their programme offer.

Appeals process:

If applicants have been unsuccessful in securing a place on a programme and they wish to appeal this decision this should be discussed in the first instance with the Head of Foundation Learning. If there is not a successful resolution an appeal can be made through the Pre-Admissions Board.

Pre-Admissions Panel:

The Pre-Admissions Board is made up of representatives of SLT, Career Academy Leadership and Support teams. Its role is to consider applications and make decisions around exceptional circumstances, appeals from unsuccessful applicants and requests from students who have completed a previous programme of study and wish to return.

Local Authority Tribunals and Panel Decisions:

Sometimes the College is asked by Local Authorities to assess whether it can support a student whose first choice, or the first choice of their parent or carer, might be for an alternative provision. In such cases the College will always:

- support the best interests of the student
- provide a thorough, honest, and unbiased assessment
- contribute positively to an amicable resolution
- seek from the Local Authority a commissioned placement to ensure it is held open pending tribunal outcomes

Related Policies and Procedures:

Admissions Policy

Safeguarding Policy

Equality, Diversity & Inclusion Policy

GDPR Policy

Lee Hunt

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