

CAMBIAN DILSTON COLLEGE ADMISSIONS POLICY AND PROCEDURE

Introduction

Cambian Dilston College offers specialist education and care for learners aged 16 to 25 with a learning disability, autism spectrum conditions, Down's Syndrome, developmental disorders, communication difficulties, challenging behaviour and a broad range of complex needs including medical needs.

Cambian Dilston College considers all applications individually and we are able to offer full time residential courses up to 52 weeks, day place and outreach courses.

Admission to the College is by way of an Education Health Care Plan (EHCP) / Special Educational Needs (SEN) Statement produced by the relevant local authority. Parents may also make representation themselves.

Places can be commissioned by any local authority including overseas.

The College would not consider offering a placement to a young person whose specialist needs were incompatible with the efficient education of the other learners and the efficient use of resources.

We actively welcome all applications in accordance with our Equal Opportunities Policy and Equality and Diversity Policy.

Admissions Process outside NE12+ framework

Prospective learners are invited to visit the college at an organised visitor day giving them and parent/carers the opportunity to view all aspects of the college. They and their parent/carers will have had opportunity to view the college, talk to learners and staff, and see information about courses and the college, including a prospectus. Alternative arrangements are made for anyone who is unable to visit on the organised visitor days.

Application forms are completed by the prospective learner and parents/carers and returned by 31st December of the year prior to assessment. Any applications received after this will be processed in the same way over a shorter timescale.

The college Entry Panel meet to review the application forms. This initial part of the process is for early identification of anyone who may not meet the admissions criteria or may require specialist resources e.g. staff training etc. If an applicant does not meet the admissions criteria the college will refer them to The Cambian Group, Natspec and back to their local personal advisory service within the local authority for advice on alternative provision.

Pre entry information is collected from relevant stakeholders associated with the applicant. This would include school, social workers/care managers and any other professionals involved. A copy of the draft Education Health and Care Plan (EHCP) is requested either from parents/carers or from the local authority if this is available.

The Entry Panel summarise the prior information and produce a Care Plan and Initial Risk Assessment for each learner. This initial information will inform the college staff of the support needs of each learner to ensure that these are met during the assessment process.

Cambian Dilston College operates a 'block' assessment during the final week of term in each academic year. The college invites a number of prospective learners to spend a minimum of 4 days at college. This enables the whole college to focus on assessment. During this period the college is assessing for places for September of the following year.

The Entry Panel meet regularly prior to assessment to discuss applications and address any issues which may arise during the process.

Following the assessment week the Entry Panel decide which learners will be offered a place referring to all of the information collected prior to the assessment and during the assessment period. Assessment information forms part of the documentation used to secure funding.

The following factors will contribute to making this decision:

- The ability level the prospective learner is judged to be working at
- Participation in sessions
- Interaction with other learners
- Interaction with staff
- Challenging behaviour
- Staff learner ratio required
- Adapted resources
- Literacy and numeracy skills
- Did the learner enjoy the sessions
- The college provides courses for a range of abilities.

These factors are assessed and recorded during the assessment week by all members of staff working with the prospective learner.

Places will be offered on the basis that the prospective learner wants to come to Cambian Dilston College and the college feels it can effectively meet their needs.

Admissions Process within NE12+ Framework

The same process is followed as above leading to an extended visit during the last week of term.

Each local authority will post a Call Off Alert (COA) on the NEPO (electronic tendering portal) for each learner where the EHCP/SEN Statement has identified a need for an independent education placement.

The Entry Panel will respond by tender to the COA within the deadline period of up to 2 weeks. The tender includes details of how Cambian Dilston College will meet the needs of the learner and details of the fee. Under the framework each learner is placed by their local authority in a banded Lot (1-8) which determines a core capped cost.

The college will receive notification within a period of 1 to 2 weeks from the relevant local authority as to whether the tender has been successful or not. An unsuccessful notification may take up to 4 weeks.

If the tender is successful the college is invited to attend a panel meeting with the local authority where specific details of the young person and any matters arising are discussed.

Once funding is agreed the Local Authority provides the college with a contract which informs the structure of the learner's course and support they require. These are reviewed as part of the learner's transition through college.

The start date for new learners is sent out as soon as possible for September starting as well as a request form which will ask for the learners transition plan, health action plan and other relevant documentation (as long as funding is secured).

All the information collected about learners informs initial timetable construction for the baseline assessment period, the allocation of initial accommodation and the staffing within both their formal sessions and residential accommodation.

When learners start their course in September they receive a comprehensive induction. This is delivered by their Personal Tutor, Key Worker, and other members of staff. The new learner's transition plan reviewed and their LTG's are revisited. Each learner has relevant Risk Assessments and a Care and Support Plan developed for them.

Fresher's days are arranged, enabling learners to get to know the college, to settle in and meet existing learners at the College.

Following the baseline period (6 weeks) and audit of staffing ratios in the autumn term, any changes needed to funding etc. are agreed by the Entry Panel and put forward to the local authority. Staffing ratios are reviewed on an on-going basis.