

**Cambian Wing College**

Policy and Procedure

# Admissions Policy

# Policy and Procedure on

## Admissions

Policy Author / Reviewer	Cassandra Pollitt
Approval Date	Feb 2021
Next Review Date	Feb 2022
Version No	5
Policy Level	Site Level
Staff Groups Affected	All Staff

### 1. Monitoring and Review

- 1.1.** The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date of approval shown above, or

earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Andrew Sutherland  
**Representative, Proprietor- Cambian Group**  
January 2021



Cassandra Pollitt  
**Headteacher**  
January 2021

**1.2.** Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

<b>'Establishment' or 'Location'</b>	this is a generic term which means the college.
<b>Individual</b>	means any young person or young person under the age of 18 or young adult between the ages of 18 and 25.
<b>Service Head</b>	This is the senior person with overall responsibility for the service
<b>Key Worker</b>	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
<b>Parent</b>	means parent or person with Parental Responsibility
<b>Regulatory Authority</b>	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. E.g Ofsted, CQC
<b>Social Worker</b>	This means the worker allocated to the young person/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
<b>Placing Authority</b>	Placing Authority means the local authority/agency responsible for placing the young person or commissioning the service
<b>Staff</b>	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers and students on placement.
<b>CambianKPI</b>	Means the Cambian online in-house information system which holds data for each site on quality measures.

**Cambian Wing College**  
**ADMISSIONS POLICY**

**Legal Status:**

- Complies with Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations

**Applies to:**

- the whole college inclusive of activities outside of the normal college hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the college.

**Other relevant documents:**

- Equality and Diversity Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

**Availability:**

This policy is made available to parents, guardians, carers, staff and pupils from the college office and website

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

**Admission Policy**

At Cambian Wing College we are registered to care for and educate young people from the age of 16 to 25. No young person is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a young person.

**Student Profile**

In common with the established aims of the Cambian Group, Cambian Wing College exists to help students achieve their full potential by providing an outstanding quality of education to young people aged 16 to 25 who are experiencing difficulties as a result of Asperger Syndrome, and other associated difficulties falling within the autistic spectrum. Most of our young people are referred to us and funded through the local authorities, and will have an Education Health Care Plan. Others may be undergoing assessment. Emphasis in the college is thus on the development of community values, such as a caring and considerate attitude to others, good manners, self-discipline, service to the community and the pursuit of excellence. All this, of course, has a direct bearing on our curriculum design.

**Internal – placement from a Cambian Residential Home**

Integral to the placement of a young person in a Cambian Residential home is the provision of education. It is incumbent on us to ensure that the educational placement in being fit for purpose is bespoke to the needs of the young person. The decision for a young person to attend our college is as an outcome of a multi-disciplinary agreement whereby a transition plan is agreed. Fundamental to this process is the quality of communication from the time when the Commissioning Manager makes the initial contact with the care and education colleagues' right through to the young person being admitted on to the college roll. High quality communication and transparency between the college and the young person's home is essential to this process.

**External – a referral is received from the Local Authority**

In line with the Special Education Needs Code of Practice a multi-disciplinary decision is reached whereby the young person with parents and/or guardians and/or carers visits the college. If it is agreed that the college is, in principle, the most appropriate educational setting for the young person then a transition plan is implemented. Parents or guardians/carers will also be asked to provide the college with any further information which they feel will enable us to provide the young person with the best possible education. If agreed a place will be offered based on availability and in accordance with the *SEND Code of Practice, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010. For more details please see the Prospectus and website.

**Special Educational Needs**

Where a young person who has an Education, Health and Care Plan (EHCP) joins our college, we will always consult with parents/guardians/carers and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the *Education, Health and Care Plan* (EHCP). We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The college will make reasonable adjustments to meet the needs of young people with an EHCP. Any additional services that are needed to meet the requirements of the EHCP or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents/guardians/carers, or the Local Authority if they are responsible for the fees and our college is named in the

relevant section of the EHCP. Our college has a policy and procedures for young people with *Special Educational Needs and Disabilities* (SEND) in line with the *SEN Code of Practice* (Jan 2015)

### English as an Additional Language

Our college will make provision for young people who have English as an additional language, (EAL) in the assessment procedure. We do not regard young people as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, young people for whom English is an additional language (EAL) will be provided with appropriate support provided they meet our college academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our college. Our college has a policy and procedures for students requiring *English as an Additional Language* (EAL).

The Proprietor of the college is whose address for correspondence during both term-times and holidays is **Mr Andrew Sutherland, Metropolitan House, 3 Darkes Lane, Potters Bar, England, EN6 1AG**

### Admissions Policy Appendix

It should be recognised that the young person may be ambivalent at best about the college and that because of this they may well not take in all the information given – to this end, further information will need to be offered at a later date. Young people may be referred to Cambian Group at any time during the academic year in one of two ways:-

- Via Cambian Group
- Via a local authority

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the college is able to meet the needs of the young person. Information sought should include:

- young person's name;
- age and date of birth;
- gender;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;
- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, young person protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the young person's needs;
- the name, address and telephone number of the young person's case accountable social worker (if applicable);
- the young person's legal status;
- the young person's and their family's social history;
- any special issues e.g., restriction of contact, young person protection and
- criminal history (if any) and whether any existing criminal proceeding are outstanding.

The information provided will assist the Head in her assessment as to whether a school placement is viable and appropriate. The Head will consider whether the college has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics. Should a referral be accepted for admission, the college will notify the company's finance department as soon as practically possible in order that the appropriate contract arrangements can be administered with the relevant placing authority. Measures of control, discipline & restraint and the requirement to search used by the college are made clear to the placing authority, the young person and parents/carer before the admission.

### Admission

The young person's details need to be entered into the admissions register and accompanying information filed. The young person will be shown around the college and introduced to the staff and other young people. An individual timetable will be discussed, taking into account of the young person's age, aptitude and ability. Initial assessments will be carried out within the



first two weeks from admission and a copy of the results will be sent to the placing authority. First impressions count and the admission of the young person into our college is one of the key elements in determining the success of the college placements.

#### **Reintegration to other educational establishments**

Where possible we intend for young people to be discharged in a planned and purposeful way. This may be to a mainstream college, or other educational establishment. The move should, wherever possible, be promoted as positive, progressive and in the young person's best interest. A discharge/transfer form will be sent out to the Finance Department. Any relevant documentation