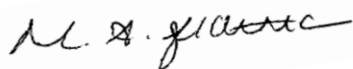


# Cambian Dilston College

## Admissions Policy

Policy Author:	Marie Flatman
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Marie Flatman  
Principal, Cambian Dilston College  
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### 1. Introduction

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

Cambian Dilston College offers day placements and full-time residential courses for either 38-week or 52-week learners. All applications are considered individually, however the college would not consider offering a placement to a young person whose specialist needs were incompatible with the education of other learners and the efficient use of resources.

Admission to the College is by way of an Education Health Care Plan (EHCP) produced by the relevant local authority. Admissions can be submitted by parental representations and commissioned by any local authority, including overseas applicants. We actively welcome all applications in accordance with our Equal Opportunities Policy and Equality and Diversity Policy.

### 2. Admissions Process – 38-Week Residential and Day Applicants

Prospective learners are able to arrange a visit to Cambian Dilston College with their parents/carers to view all aspects of the college. The learner and/or their parents/carers will have opportunity to view the college, communicate with staff and gather information about our education curriculum and residential facilities. Alternative arrangements are available on request for anyone who is unable to visit on the organised visitor days.

Application forms can be completed by the prospective learner and parents/carers at the time of their visit if they wish to proceed. Application forms can also be distributed electronically or by post at any point.

The Dilston Entry Panel meet weekly to review any potential applications, alongside the status of other applications. This part of the process is required for early identification of anyone who may not meet the admissions criteria or may require specialist resources such as further staff training. 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 an alternative provision.

Pre-entry information is collected from relevant stakeholders that are associated with the applicant. This would include previous or current schools, 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. This additional information helps to identify that if applicant does not meet the required criteria or if they may require specialist resources. As previously stated, 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.

The Transitions Team summarise the pre-entry information to produce a care plan and initial risk assessment for each learner. This information will inform the college staff of the learner's support needs to ensure that their needs are met during the assessment process.

Applicants may choose to attend the college for assessment. Where applicable, Cambian Dilston College offer two days and two nights for residential placements, and two days (9:00am to 4:00pm) for day placements. During this period, the college will be assessing for places for September of the following year. However, learners can be admitted throughout the academic year if it is required.

The Entry Panel participants meet regularly to discuss applications and assessments and address any issues which may arise during the process. Following the assessment, panel members will refer to all of the information that has been collected prior to the assessment and during the assessment period to determine if the learner should be offered a placement. Assessment information forms part of the documentation that is used to secure funding.

The following factors are assessed and recorded during the assessment period by all members of staff working with the prospective learner:

- The ability level the prospective learner is judged to be working at

- Did the learner enjoy the sessions?
- How well did the learner participate in the sessions?
- How did they interact with staff?
- Did they present with any challenging behaviour?
- How did interact with other learners?
- What ratio is required for the learner?
- Numeracy and literacy skills
- Do they require any adapted resources?

Placement will be offered on the basis that the prospective learner is eager to return to Cambian Dilston College and the college feels like it can effectively meet the needs of the prospective learner.

### 3. Admissions Process – 52-Week Residential Applicants

Referrals are made to the Cambian Commercial Team by local authority representatives. The Commercial Team review and shortlist referrals and forward to the Head Principal and the relevant Commissioning Manager. 52-week referrals can also be made directly to the college by parents or carers.

The Dilston Entry Panel meet weekly to review any new applications, alongside the status of other applications. This part of the process is required for early identification of anyone who may not meet the admissions criteria or may require specialist resources. The Entry Panel may choose to request additional information before they offer an assessment. If the applicant does not meet the admissions criteria, the Commissioning Manager will be informed so they can relay the decision back to the relevant local authority.

If an assessment is offered a member or members of the Entry Panel will usually visit the learner in their home and current educational provision, visits may occur on multiple occasions. The purpose of these visits is for our staff to meet the prospective learner and gather any relevant information from parent/carers and key staff on how to support them. Following this, the learner and any other relevant parties will be invited to visit Cambian Dilston College. In some circumstances it may not be appropriate for the learner to visit the college before starting their course, in which case parent/carers and/or key staff are still encouraged to visit. If the learner is able to visit the college they may be offered an overnight assessment as part of the process.

The following factors are assessed and recorded during the assessment period by all members of staff working with the prospective learner:

- The ability level the prospective learner is judged to be working at
- Did the learner enjoy the sessions?
- How well did the learner participate in the sessions?
- How did they interact with staff?
- Did they present with any challenging behaviour?
- How did interact with other learners?
- What ratio is required for the learner?
- Numeracy and literacy skills
- Do they require any adapted resources?

Following the assessment, panel members will refer to all of the information that has been collected prior to the assessment and during the assessment period to determine if the learner should be offered a placement. Assessment information forms part of the documentation that is used to secure funding. Placement will be offered on the basis that the prospective learner is eager to return to Cambian Dilston College and the college feels like it can effectively meet the needs of the prospective learner.

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.

A Starter Pack will then be sent to learners once their application has been approved, included in their starter pack will be a start date. This start date will take place during the summer term prior to starting their course in September for 38-week learners and as soon as it is practical for 52-week learners. Because of their more complex needs 52-week learners may require a more involved transition period before starting college which will be appropriately arranged.

All of the information that has been collected about our learners will aid the construction of their college timetable throughout the baseline assessment period, the allocation of their initial accommodation and the staffing within both their formal sessions and residential accommodation. Following the baseline assessment period, any changes that are agreed by the Entry Panel with regards to funding and staffing levels will be put forward to the local authority. Staffing ratios are reviewed on an ongoing basis to ensure learners needs are met.

Upon starting at Cambian Dilston College, learners will receive a comprehensive induction which is delivered by their personal tutors, key workers and other relevant members of staff. The learner's transitional plans are reviewed and their LTG's are revisited, alongside the creation of an individualised support plan and relevant risk assessments.

## Cambian Dilston College's Placement Flowchart

