



## Admissions Policy 2018



### Great Oaks College

Great Oaks College is an Independent Specialist College co-located with Oaklands School and operating on the same site as the school within its own distinct area of the building. Great Oaks has been set up to meet the needs of students who have Severe, profound or moderate Learning Difficulties whose needs cannot be met in a Local Sector College either because of the complexity or their needs, issues of social vulnerability or where a suitable course is not offered in another local provision.

Great Oaks offers six courses on three pathways of study as follows;

Sensory pathway  
Life Skills pathway  
Vocational Pathway

In each pathway there are two two-year courses. The second two year courses are due to open in September 2020. Each course has an identified entry criteria and qualification route. Courses in 2018-2019 are offered at entry levels 1 and entry 2. We expect that some students *on the vocational pathway only* may progress to entry 3 accreditation on vocationally specific programmes which do not open until 2020.

While we accept applications from students in the 19-23 age range on entry to the College, applicants who have previously attended a course in another college should not have taken the same, or a very similar course at the same level before. Students will usually be assessed below entry level 2 on application to the College.

Applications for post 19 courses will be made by completing an application form and submitting that form directly to the College for assessment. Great Oaks College will also accept applications directly from Local Authorities where a parent is willing for an assessment to be made of their child's needs.

Applications should be made by the end of January each year. Assessments will be carried out during February. The College admissions panel will meet during the first week of March annually to allocate places on each course. The admissions panel is made up of the Head Teacher, Head of School, Assistant Head. A member of the College board will attend to receive and ratify assessment decisions.

Places in College will be offered to Local Authorities with the cost of that placement based on assessed needs and identified therapy needs.

Applications will not be accepted between 31<sup>st</sup> January and March 15<sup>th</sup> annually. Applications will be considered after 15<sup>th</sup> April where vacancies remain following the panel.

## Entry Criteria for Great Oaklands College

Criteria for places on courses in Great Oaks College will be as follows;

- The applicant has an Education Healthcare Plan including outcomes which can be achieved by attending a course.
- The applicant's assessed level at application means that a course in Great Oaks does represent progress for them; they have not previously achieved qualifications at the same level.
- There is evidence that the applicant has continued to make progress towards their outcomes in the previous phase of education and that they will be able to make more progress by attending the course.
- The young person has engaged in education by attending as fully as they are able (usually considered to be a minimum of 90% *unless they have identified health issues which have prevented attendance*) Applicants may not attend only part of a course by attending on only some days.
- *Vocational courses only*; the young person should have demonstrated that they have an interest in being employed and that this is a realistic option for them.

## Therapy and medical Needs

Great Oaks College will make an assessment whether therapy and or medical needs can be met within its ability to commission these services.

Most therapy needs will be met by commissioning therapy time as indicated in the EHCP or more recent therapy report.

Great Oaks College does not currently employ a qualified nurse because the number of students with medical needs will be low in the first two or three years. An assessment of the College's capacity to meet medical needs will be made with the parents during the assessment. If specialist services are required, then this will be requested from the relevant Local Authority as a condition of a placement offer. Where a student may need to be admitted to hospital during the College day it should be noted that they would always be admitted to West mid hospital and that this should meet the families' needs.

## Students with Challenging Behaviour

Great Oaks College will assess whether the needs of students with Challenging behaviours can be met. While we expect to be able to manage some challenging behaviours we would need to be satisfied that an applicant's challenging behaviour did not place other students or staff at risk of significant harm or that the other student's learning would not be frequently disturbed by a student's behaviour.

Where there are strategies identified to meet behavioural needs the College would need to be sure that these strategies could be applied or delivered within the College's capacity and resources.

Where a student is identified as needing any element of 1:1 supervision as a result of behavioural needs this would need to be funded separately in addition to educational costs.

#### How places will be allocated in the case of oversubscription

Great Oaks College will assess applications received by the end of January in the year preceding the start of a course.

In the case of oversubscription priority will be given to students who have themselves or whose parents have on their behalf expressed a preference for Great Oaks College, and who have not previously stated that Oaklands provisions did not meet their needs.

#### Once a place is offered:

If a place is to be offered the Head Teacher will contact the SEN department and a start date identified. Students will join a course in September or very soon afterwards. Great Oaks does not usually accept in year applications unless an unexpected vacancy arises.

#### **Before beginning a course at Great Oaks College**

An induction day will be held during July. Parents or carers will need to attend with young people who are not able to complete admissions forms themselves including medical and personal care information. Students with medical care needs will need to provide a medical care plan produced by their Dr or community nurse.

The induction day will be an opportunity for students to meet those who will also be taking the same course, and to familiarise themselves with the building, staff and course requirements.

#### **Appeals Process**

Following a panel all applicants will be advised of the decision to offer a place. If a place is not offered applicants will be informed of the reason for the decision.

Where an applicant wishes to make an appeal they should write to the Head Teacher giving the reason for which they wish to make an appeal. An appeal will be considered where an applicant feels they do meet the criteria for a course and that further assessment would demonstrate this.

All appeals should be made within 4 weeks of decisions letters being received.