



## **Admissions and Transitions Policy 2024-2025**

Person Responsible:	Nickyie Thomas
Date of Policy:	Summer 2024
Next review date:	Summer 2025

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 or Profound or Moderate Learning Difficulties whose needs cannot be met in a Local Sector Colleges, 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 pathways of study as follows:

- Engagement for Life Pathway (Communication and Engagement, Communication and Control, Communication and Independence)
- Life and Living Pathway (Life Skills /Independent Living)
- Vocational Pathway (Vocational Options/Vocational Training)

<https://greateakscollege.com/learn-with-us/prospectus/>

Each pathway offers a three-year course. Each course has an identified entry criteria and qualification route. Courses are offered at pre-entry level, entry level 1 and entry 2. We expect that some students *on the vocational pathway only* may progress to entry 3 accreditation.

While we accept applications from students in the 16-23 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.

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

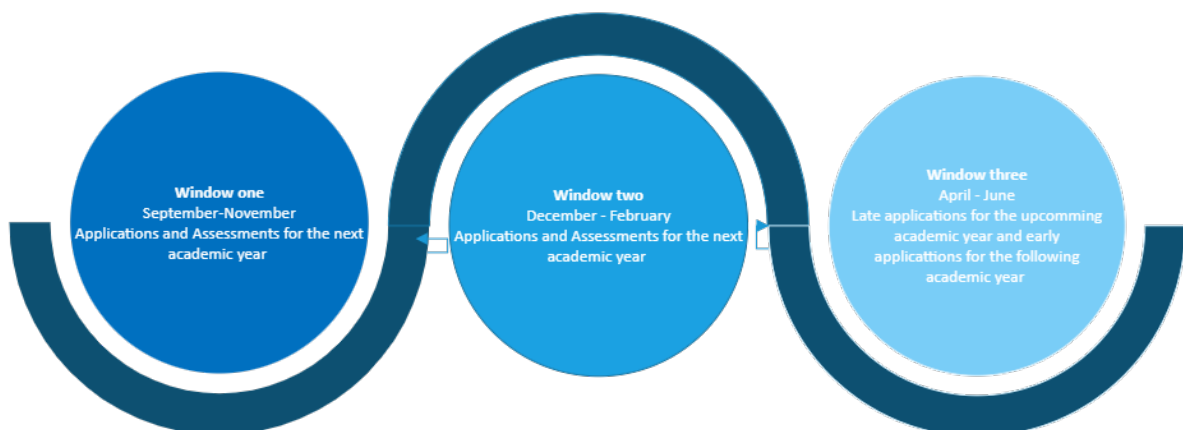
- The applicant has an Education Healthcare Plan (EHCP) including outcomes which can be achieved by attending a course.

- 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 must attend the full course. There are no part time places.
- *Vocational courses only*; the young person should have demonstrated that they have an interest in being employed (paid or unpaid) and that this is a realistic option for them.

The young person should want to attend and engage with a college course and should not be expressing that they no longer wish to access education, this could be demonstrated through their behaviour or other means of communication.

Applications for post 16 courses will be made by completing an application form and submitting that form directly to the College for assessment. Applicants must also provide their most recent EHCP, Annual Review Report, their Behaviour Plan/Risk Assessment and a Medical Care Plan (depending on the needs of the young person) and any other relevant paperwork such as therapy or feeding plans. Applications made without the most recent paperwork may not be able to be assessed. The college will send one formal request for the required information to be sent by the applicant, if the paperwork is not received, the college may not be able to assess the young person for a place. Great Oaks College will accept applications directly from Local Authorities where a parent is willing for an assessment to be made of their young person's needs.

## Applications and Assessment Windows



Applications for the new academic year should be made from April to January. Assessments will be carried out during the first two application windows, this may include an invitation into College or staff visiting students in their current setting. The College admissions panel will meet before February Half term to allocate places on each course. The admissions panel is made up of the College Principal and the Deputy Principals.

Places in College will be offered to Local Authorities with the cost of that placement based on provision identified within the Education and Health Care Plan and on assessed needs identified through the college's assessment processes.

Late applications will be considered after 31st March where vacancies remain, or if all courses are full where the LAs are yet to confirm funding.

### 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 most recent therapy report.

Within the assessment period, therapists will examine students' EHCPs and explore costs of the equipment needed. They may liaise with the student's current setting, therapists and parents. This is to enable us to have a clear costing structure and to be able to order equipment as soon as the place is confirmed by the Local Authority. We do not accept second hand equipment from previous settings for Health and Safety reasons.

The College employs a part time nurse to facilitate staff training, ensure high standards of practise and to maintain medical documents, policies and procedures. An assessment of the College's capacity to meet medical needs will be made with the parents/carers 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 usually be admitted to West Middlesex hospital and that this should meet the families' needs.

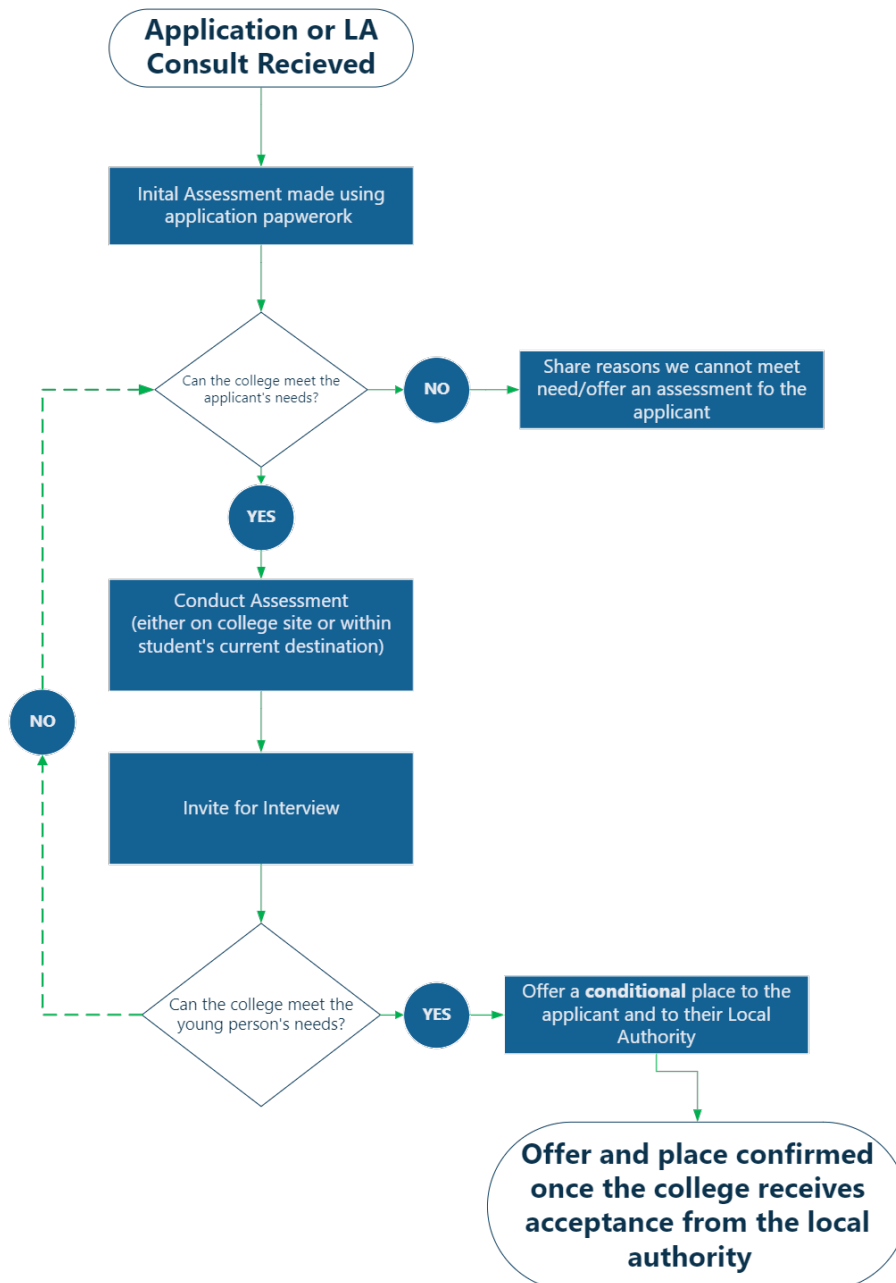
### Behaviour

Great Oaks College will assess whether the needs of students can be met. We would need to be satisfied that an applicant's behaviour does not place other students or staff at risk of significant harm or that it would impact on the efficient education of other students.

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 by the Local Authority.

### Admission process from Application to confirmed placement



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

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

In the case of oversubscription priority will be given firstly to students who have themselves or whose parents have, on their behalf expressed a preference for Great Oaks College. Secondly, priority will be given to students who live in the area closest to Great Oaks College, so that they are able to access the community facilities in their own home area.

### Once a place is offered:

If a place is to be offered the College will contact the SEN department. Once the place is agreed by the Local Authority, the College will offer an unconditional place. Students will join a course in September or as soon as possible soon afterwards. Great Oaks does not usually accept in year applications. Places are confirmed in order of LA agreement.

### **Appeals Process for Admissions**

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 College Principal, giving the reason for which they wish to make an appeal. All appeals should be made within four weeks of decisions letters being received.

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

An induction day will be held during the Summer term before a student starts their course. All admissions paperwork must be completed before the young person will be able to come onto the site. Students with medical care needs will need to provide a medical information produced by their specialist, Doctor or community nurse. If you are unable to provide these documents in advance or if the young person has complex medical needs, a member of staff from their current setting should accompany them.

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.

## Key Admissions events


Action/event	Information	Person responsible	Date
Send our prospectus and application information		Student Services Admin	March
Prospective Student Event evening	Send invite letter to feeder schools and colleges Meet and greet	Student Services Admin	October /May
Prospective student tours	Tour of college Fill in spread sheet of who is attending	SLT Student Services Admin	All year
Applications and Consultations	Prepare spreadsheet and collate student application packs for assessment	Student Services Admin Principal to complete initial assessment	On going
Assessment Tasks	Invite for assessment day or arrange assessment visit Interview Assessment morning Assessment Visit Add acceptance or rejection of assessment offer to spreadsheet Add costings to spread sheet	Student Services Admin SLT SLT to email students services admin to complete SLT	Ongoing
Offer letters	Send out rejection letters and conditional offer letters (to families) with costing (to LAs)	Prepared by Student Services Admin Quality assured and sent by Business Manager	Ongoing
Costings	Use EHCP and assessment info to establish what provisions is required	DPs/therapist to complete, Principal to approve	ongoing
Offer place to LA	Send offer letter and monitor response Update spreadsheet appropriately	Business and Finance manager	Piera ONLY Piera should deal with local authorities
New place confirmation sent to student on agreement of funding from LA	Send student confirm place and start date letter Send request for admissions paperwork for all new students and chase/collate as it arrives	Student Support Admin	April

FINAL PANEL	To confirm class groups according to needs and aspirations	SLT	Ongoing
Sends out information gathering packs to schools for each student	Add received info to student folders ready for new class teachers	HOPs	April
Arrange for staff to visit new students in their current setting for the day (contact feeder schools)		RM	March/April
Transitions Day	Organise the day and inform feeder schools, families and our team  Transition packs issued to new students	RM  Student Services Admin	June
Meet the staff team	Online on a Tuesday evening: parents to meet class teams	Student Services Admin to send teams invites	June

#### Key Transitions events

Action/event	Information	Person responsible	Date
Year 2 and 4 annual Review meetings	Provide advice and information about future destinations Admin send invites	DPs/HOPs Transitions support to attend Life and Living and Engagement for life ECs to attend all vocational annual reviews	October
Transitions Fair	Oversite: RM Transition support: social care and day activities ECs: employment and education	Transitions support and ECs	November
Transitions planning meeting with year 4	Invite social care Create teams' meetings	RM Hops ECs and Transition Support	February

students and year 2 leavers	Complete destinations planning paperwork including action plan		
Input on Transition plans with teachers for all leavers.  Support visiting destinations		HOP Teachers  Transitions support and ECs	March
Placement experience	Students to spend some time in their new placements (after college)	RM HOPS, Class teachers ECs and Transitions Support	Summer term
Work with SLT to plan and then organise the leavers ceremony in an external place: ceremony and food		Transitions Support ad ECs	May
Transitions/exit paperwork complete	Communication passports	Class Teachers/HOPS	June
Invite Leavers to the Alumni		RM and Senior Teacher	July
Destinations placement planning meeting	Final handover of information	ECs and Transition support	July
Leavers' celebration ceremony (offsite)		ECs and Transitions support	July
Leavers' celebration ceremony (onsite)		DPs/Hops	July
SAR information gathering		DPs Student services Admin ECs and Transitions Support	June-September
Tracking leavers destinations (7 years)		RM Student Services Admin	Ongoing July and OCT

<b>Agreed by Board of Directors</b>	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	23/7/2024