



Admissions and Transitions Policy 2025

Person Responsible:	Nickyie Thomas
Date of Policy:	July 2025
Next review date:	July 2028

Great Oaks College is an Independent Specialist College. 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.

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://greatoakscollege.com/learn-with-us/prospectus/>

In 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.

It is possible for some students to access a more hybrid course offer depending on their needs, aspirations and outcomes. This would be suggested by the college and discussed on a case-by-case basis.

We accept applications from students in the 19-23 age range on entry to the College, e.

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 19 courses can be made by instructing your SEN case officer at your Local Authority to send a consultation to the college. Alternative you may complete an application form and submitting that form directly to the College for assessment. Applicants must also provide their most recent EHCP, Annual Review and academic 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.

Applications for the next 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. Places are offered to Local Authorities once an assessment has been completed. 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 where Local Authorities are yet to confirm funding.

Therapy and Medical Needs

Great Oaks College will make an assessment as to 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 unless it has a full-service history from the manufacturer's representatives, demonstrating that it has been serviced annually and it has been recently assessed to be appropriate for the student.

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 in our Hounslow site and St Peters Hospital in our Sunbury site.

Great Oaks College will assess whether the regulation needs of students can be met. Where there are strategies identified to meet regulation and behavioural needs, the College would need to be sure that these strategies could be applied or delivered within the College's capacity, provision and resources. The college must risk assess to ensure that an applicant's distressed 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 as the result of a gap in provision.

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.

Once a place is offered:

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 afterwards. Great Oaks does not usually accept in year applications. Places are confirmed in order of LA agreement.

How places will be allocated in the case of oversubscription

Great Oaks College will assess applications in the order they are received.

In the case of oversubscription priority will be given firstly to students whose place has been agreed by their local authority. Secondly, priority will be given to students in which their needs can be met in the remaining class spaces and 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.

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.

Appeals Process

Following an assessment, 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.

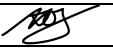
Where an applicant wishes to make an appeal they should write to the College Principal, giving the reason for which they wish to make an appeal. All appeals should be made within four weeks of decisions letters being received.

Key Transitions and Admissions events

Action/event	Information	Person responsible	Date
Year 2 and 4 annual Review meetings	Provide advice and information about future destinations Admin send invites	ECs to attend all vocational ann revs	Autumn Term
Prospective Student Event evening	Send invite letter to feeder schools and colleges Meet and greet	Admin	October
Prospective student tours	Tour of college Fill in spreadsheet of who is attending	DPs and HOPS Admin	
Transitions Fair	Rich: Oversite/management ECs : planning and delivery		November
Assessment of Applications throughout the year	Examination paper and complete assessment visits	NT DPs	
Assessment Day	Invite a selection of students to attend	Admin/	December

	assessment day if we are unsure if we can meet their needs.		
Assessment Panel	To establish placement offers from the assessment day	NT	
Offer letters	Send out rejection letters and offer letters with costing	Piera/Admin	On going throughout the year
Transitions planning meeting with year 4 students and year 2 leavers	Invite social care from Create teams meetings Complete destinations planning paperwork including action plan	RM/HOPs/EC/Teacher	February
Send our prospectus and application information for the Dec panel		Admin	March
Input on Transition plans with teachers for all leavers. Support visiting destinations		HOP Teacher	April
Arrange for staff to visit new students in their current setting for the day (contact feeder schools)		DPs/Hops	Summer
Send request for admissions paperwork for all new students and chase/collate as it arrives		Admin	April
Sends out information gathering packs to schools for each student		HOPs	April
SAR information gathering		NT	summer
Placement experience	Students to spend some time in their new placements	ECs/Hops/ class teams	Summer
Work with SLT to plan and then organise the leavers ceremony in an external place: ceremony and food		ECs/SLT/Admin	May

Transitions/exit paperwork complete		HOPS/Teachers/ECs	June
Transition packs issued to new students		Hops	June
Meet the staff team		RM	June
Transitions Day		RM	June
Invite Leavers to the Alumni		Admin	July
Destinations placement planning meeting		Hops/ECS	July
Leavers celebration ceremony (offsite)		EC SLT	July
Leavers celebration ceremony (onsite)		DPs/Hops	July
Tracking leavers destinations (7 years)		RM/ECs/HOPS	

Approved by Board of Trustees	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	8/7/2025