Admissions and Transitions Policy	
Person Responsible:	Nickyie Thomas
Date of Policy:	June 2026
Next review date:	June 2029

Rationale

At Great Oaks College, we recognise that successful admissions and transition processes are essential to ensuring that learners feel supported, valued, and prepared at every stage of their educational journey. The purpose of this policy is to provide a clear framework that enables students to access the right support both when entering the College and when moving on to their next destination.

Aims

Through effective admissions and transition arrangements, Great Oaks College seeks to minimise barriers to learning, reduce anxiety associated with change, and empower learners to achieve their personal goals. The College is committed to ensuring that every student receives the guidance, support, and opportunities needed to thrive during their time at College and to make successful transitions into the next stage of their lives.

Objectives

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.

Our offer

Great Oaks college has three Pathways of study:

Vocational Pathway (Sunbury Site)
Engagement for Life Pathway (Sunbury Site)
Life and Living Pathway (Hounslow Site)

We offer a full time, five day a week course that is completed over a three-year period.

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.

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

- The applicant will be aged between 18 must not be turning 25 within a course year.
- 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.

Admissions into College

Applications

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.

Assessment

Assessment for a place at Greak Oaks is completed through the following means:

- Examination of paperwork sent through application
- Discussions with families or current setting
- Visiting to assess the student in their current setting
- Invitation to an assessment day at Great Oaks College.
- An interview with the applicant

The method of assessment varies between applications.

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.

Where a student is identified as needing any element of 1:1 supervision because of behavioural/regulation needs, this would need to be funded separately in addition to educational costs by the Local Authority.

Unable to meet need

If the College is unable to meet the needs of the applicant, they will inform the family of the young person and the Local Authority stating one of the following reasons in line with the SEND code of practise:

Incompatibility with efficient education: If the attendance of the child would be incompatible with the provision of efficient education for others.

Incompatibility with efficient use of resources: If the attendance of the child would be incompatible with the efficient use of resources.

Suitability of the college: If the college or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned.

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.

Conditional Offers

If the College determines, following consultation, that it is able to meet the applicant's special educational needs, it will notify the Local Authority and the prospective student and their family that it is able to support the proposed placement, subject to the agreement of funding arrangements where applicable.

Once the Local Authority has confirmed funding and formally named the College in the young person's Education, Health and Care (EHC) Plan, the College will confirm arrangements for enrolment with the Local Authority and the family.

Where the College believes that capacity constraints may affect its ability to meet a young person's needs, this will be discussed with the Local Authority as part of the consultation process. If places are oversubscribed, applicants may be placed on a waiting list pending further review of available capacity.

Enrolment

Once the place is confirmed, students will be sent enrolment forms to be completed by a deadline date. It is important that we have all of the relevant information before the young person starts in September. If the deadline is missed, the student may have a later start than their peers whilst the medical care plan and paperwork is processed.

Transition Support

All students that are joining the college will be invited to a transition's day in the summer term. Students will spend the day in class with their new teaching team and their new peers.

Some students may need a more individualised approach to transition into Great Oaks College; this can be discussed and arranged with their Head of Pathway.

Transitions Out of College

We are committed to supporting every student to prepare for a positive and meaningful transition from college into adulthood. Transition planning is an ongoing process and is reviewed annually as part of each student's Annual Review Meeting, ensuring that students and their families have opportunities to explore and plan for their future.

Transition Planning and Support

All students are allocated an Employability and Transition Coach when they join the college. The Coach works with students throughout their time at college to identify their aspirations, develop their understanding of future options, and support them in preparing for life beyond college.

Coaches also work with parents, carers and relevant professionals to provide information, guidance and signposting to appropriate services and opportunities that may be available when a student completes their college programme.

Students' transition plans are reviewed regularly and, where appropriate, developed in partnership with families, local authorities, social care teams and other relevant agencies.

Transition Events and Information for Families

Students, parents and carers are encouraged to attend our Transitions Fair, which provides an opportunity to meet and engage with a range of external organisations and services. These may include:

- Social care and community services
- Further and adult education providers
- Supported living providers
- Employment and volunteering organisations
- Community and specialist activity providers
- Other services supporting young people as they move into adulthood

The college also hosts regular events for parents and carers. These provide opportunities to hear from former students and their families, learn about local services and support, and access further information and signposting.

Possible Destinations

Every student's transition pathway will be individual to their aspirations, needs and circumstances. Possible destinations and outcomes may include:

- Paid employment, including part-time employment
- Volunteering
- Further education or training
- Adult education
- Supported living
- Support from a Personal Assistant (PA) or carer to access the community
- Specialist community-based activities and services
- Day opportunities and day services

Where appropriate, students may pursue a combination of these opportunities as part of their transition into adulthood.

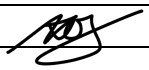
Destination Tracking

The college tracks students' destinations and longer-term outcomes after they leave college. Destination information is collected annually and helps us to understand the longer-term impact of our provision, evaluate the effectiveness of our transition support and identify opportunities for continued improvement.

Alumni

We value our ongoing relationship with students after they leave college and host regular **alumni events** for former students.

These events provide opportunities for former students to maintain friendships, reconnect with the college community, share their experiences and continue to enjoy the positive and inclusive environment of the college.

Approved by Board of Trustees	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	11th November 2026