

## **Admissions and Referrals Policy and Procedure (GWHR78)**

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This policy relates to admissions for our Route2Work SEN Study Programme.

Route2Work College, Groundwork South and North Tyneside (the College) is a Specialist Post-16 College based in Jarrow, Tyne & Wear, offering courses for learners with Special Educational Needs (SEN) who have an Education Health Care Plan. (EHCP). Places at the College are funded by the ESFA and the local authority (LA), therefore places at the college are allocated on an annual basis via both the College's Route2Work panel and the LA's Post 16 Panel.

The College welcomes applicants from all backgrounds, irrespective of nationality, race, religion, gender, sexual orientation or disability. However, due to the limited facilities at the College we do not have the ability/capacity to deliver appropriate programmes for learners with high/complex needs, therefore we work with learners with mild/moderate learning difficulties.

The College admits learners from the age of 16 – 25 years old however there are limits to the number of learners that can be admitted to the College based on the numbers we receive through our contractor/funding organisations and the size of our setting.

The College is academically non-selective and offers places to new learners whose previous academic attainment meets the minimum skills and knowledge requirements to be successful in the programme for which they are applying. The College takes into consideration prior achievement/education levels, behavioural records and assessment of special educational needs.

For those learners already attending the College and who are wishing to return for the next academic year we will take attendance, behaviour, conduct and attitude at the College into consideration before offering a place.

The decision of the College leaders is final and there is no right of appeal

## **Aims of Admissions process:**

- To identify and enrol learners who will benefit from the provision available at the College.
- To ensure that prospective learners understand and comply with the ethos and aims of the College.
- To provide educational advice leading to a programme tailored to each learner's specific needs.
- To identify and recruit learners who are keen to achieve on the programme and are prepared to work hard to achieve this goal
- The person enquiring should provide the basic details of the young person and his or her needs, as well as where the young person is currently educated (if applicable), why a place is being sought and if they have an EHCP.
- These details will be passed to a member of the R2W Team who will contact the young person/person making the referral within five working days.
- If appropriate an appointment will be made for the young person and family/carer to visit and look around our facilities and ask any questions they might have.

## Admissions/Referral Process

All enquiries taken by telephone or email will be responded to as follows:

### Stage 1 - Initial contact made with R2W College (phone conversation, email)

Referrals come through a variety of channels: Connexions, Local Authority, Education provider, parents, Care team, Social worker, individual. Contact can be made through [www.route2work.org](http://www.route2work.org). R2W College will gain basic information about the young person at this stage (contact details, learning needs, aspirations).

### Stage 2 - Visit to R2W College

Visit to college is arranged. This can be young person on their own, with parents/carer, with Connexion advisor, social worker, teacher, PA etc. Visits usually last 30 - 45 mins, young person is shown around the site and course content and aspirations are discussed. On some occasions parents/carers may wish to organise a visit without the young person, this can be arranged but a follow up visit would need to be done with the young person. Some young people may need more than one visit.

### Stage 3 - Assessment Session

If a young person is interested in finding out more about R2W College we will then offer a taster morning or day. This allows the young person to experience the course and also for staff at college to complete initial assessments in order to identify if the college is an appropriate place for the young person. After this taster/assessment learner will be contacted to see if they want to request a place at R2W. The young person may need more than one assessment/taster day depending on need, behaviours, information gathering etc.

### Stage 4 - R2W Panel

If the young person requests a place at R2W College their name will be submitted to the R2W panel. Panel will be held before 31st March. Senior management team and tutors will discuss the young person consulting information from taster/assessment and previous visits and information provided. A decision will then be made to say if college can meet the young person's needs. Decisions are then passed onto the SEND team [SEND@southtyneside.gov.uk](mailto:SEND@southtyneside.gov.uk).

### Stage 5 - Local Authority Post 16 SEND Panel

The Local Authority holds regular Post 16 SEND panel meetings (Connexions are present) and decide if Route2Work College can be named as young person's learning provider in their EHC Plan. The LA's SEND team then share this decision with the young person (if approved, R2W college will be named in the learner's EHCP) and the College.

### Stage 6 - Transition

When a place has been confirmed we will organise a personalised transition programme for the young person. We will work with family, Connexions and current education provider to ensure transition is smooth and that all relevant information and guidance about the young person is shared.

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## **College Visits**

The style of any visit/assessment/transition is intended to be natural and informal, and provides opportunities for the young person and Parent(s)/Carer(s) to make an informed decision about the learning programme on offer, as well as for the College to learn and understand as much as possible about the young person to also be able to make an informed decision as to whether we can support/provide an appropriate learning placement.

The purpose of the visits:

- Assess the suitability of the young person for the Route 2 Work programme
- Explain the learning programme and extra-curricular provision available at the College and answer any questions the young person/parent(s)/carer(s) may have.
- Establish whether the College can offer a suitable learning programme and provide advice about careers and/or progression opportunities.
- Provide opportunities for the young person to look around the College.
- Provide arrangements for further visits and taster/assessment days which we strongly recommend in order for the young person to make a fully informed decision.
- Discuss and explore issues which may help in assessing if the College is suitable for the young person including;
  - general health and wellbeing;
  - the young person's learning difficulties and other special needs can, in the opinion of the management team, be managed within the College's normal provision;
  - the young persons present or most recent school/education reports show satisfactory attitude and behaviour;
  - access, transport and potential solutions.

## **Taster/Assessment Days**

The style of the taster/assessment days is natural and informal. The young person is encouraged to attend these days independently (contact details, medical needs and other important information will have been shared beforehand). Taster days mainly occur January – March (usually Fridays) so that the young person has time to make decisions about their future before the 31st March. Taster days can be arranged after March but will be in reaction to demand.

Taster/Assessment aims to:

- Introduce young person to the staff and R2W college site
- Allow young person to experience typical activities completed on R2W programme e.g. animal care, land based studies, customer service, maths and English, life skills
- Tutors and support staff will be able to complete initial assessments (informally) to understand levels and needs of the young person
- Tutors and staff will assess level of independence and life skills and the begin to think about the level of support that will be needed for the young person to access the programme
- Tutors to complete assessment paperwork which will be used if young person requests a place at R2W College.

## **Transition**

The Children and Families Act and associated SEND Code of Practice (2014) aims to ensure that children and young people with disabilities achieve well, have choice and control over their support and are enabled to progress from education into happy and fulfilling lives, including employment.

The Act enshrines the importance of ensuring that young people and their families are fully involved in decisions about their support and the outcomes they want to achieve.

### **Person Centred Transition**

We recognise that the transition from school to college is a nervous time. We therefore strive to ensure that transition to R2W College takes a personalised approach and meets the needs of the young person. In order to guarantee a successful transition, we work with families, Local Authority, School (or previous training provider) and Connexions as we believe that this holistic approach generates the smoothest transition for the young person.

### **Partnership with family and/or carers**

We have an open door policy and encourage a culture of harbouring good relationships with parents and carers in the transition stage. Emails are answered within 1-5 days and phone numbers are provided for more pressing enquiries.

We recognise that ultimately the decision making is down to the young person but we aim to work closely with families and carers, unless not appropriate.

If parents/carers think it is important to visit the college without the young person we can accommodate this arrangement but we would never offer a college place to young person who has not visited the college.

### **Transition Days**

R2W College holds regular transition days in the summer term for those young people joining the programme the following September. These new learners are encouraged to attend these days. Transition days aim to help the young person prepare for the move to college and activities are arranged which reflect the college programme and ethos. Learners are supported to learn transport routes to college and also to explore the surrounding area for example learning the route into Jarrow for lunch. Learners are encouraged to discuss any worries or questions they may have to reduce the anxiety that may build over the summer.

### **Individual transition plans**

Some learners may require a more intensive approach to transition and if this is the case we will work with the current education provider and family to organise a transition suited to their needs. This plan will be bespoke but may look like: one morning a week for the full summer term, one days a week for last half term, full week etc.

## **Partnerships**

### **Local Authority**

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The requirement for Local Authorities, health and social care services to work collaboratively for the purpose of strategic planning and joint commissioning is enshrined in the Children and Families Act.

As a College we meet the following specifications:

- Cooperate with LA in development and review of EHC plans.
- Link with individual's previous school or training provider to receive information in order to prepare appropriate support and develop a suitable learning programme that builds on previous learning.
- Seek in writing, clarification and further advice from schools, families and other agencies where relevant to ensure we are ready to meet the needs of the student and that the student is ready for the move to college.
- Agree a 'tell us once' approach so that families and young people do not have to repeat the same information unnecessarily.

## **Connexions**

All learners with an EHCP in will have a Connexions/Careers Advice worker, and these teams plan a key role in referring young people to our provision. We work closely with LA Connexions/Advice teams and they play an integral part in the recruitment and information sharing about R2W College. The support they offer includes:

- Organising and advertising Open Events to showcase all post 16 providers in local area
- Attending induction week at R2W College
- Organising and inviting potential new learners to open events at R2W College in October and December and supporting these young people to organise initial visits to the college if they wish to find out more
- Referring young people to have an initial visit at the college
- Supporting young people to attend taster days and transition days at the college

## **Education Providers**

Young People move into Route2Work from a range of education provisions across South Tyneside, Sunderland, Gateshead and other LA areas. We aim to build links with these providers in order to:

- Share information about the College
- Advertise open events
- Attend other provider's open events
- Meet with staff and learners in their setting
- Attend EHCP meetings
- Organise visits for staff and groups or individual learners
- Share information about individuals who are offered a place at Route2work College
- Visits to individual's schools to meet teacher and other professionals working with young person
- Organise transition

## **Returning learners**

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College places are reviewed on a yearly basis. Learners will be supported to consider all available options to them throughout the year (through formal sessions, weekly reviews and career advice meetings). Learners will be encouraged to make decision about where they wish to be the following September in their EHCP review meeting. If R2W is named as desired outcome this young person will be offered a place for the following September. However they will need to meet a number of requirements:

- Attendance (have met the required minimum standard of 90%, circumstances will be considered)
- Behaviour (Code of Conduct has been followed and R2W ethos is upheld)
- Progression route is appropriate and achievable at R2W college
- Age (must be 24 or younger by Sept)