

Beaumont College Admissions Procedure Full & Part Time Learners

1. INTRODUCTION

1.1 Purpose of the procedure

The College aims to carry out its application and admission procedure as fairly and transparently as possible, in line with its statement of purpose and values. We realise that the education and service we offer form part of a regional and national framework which must prioritise and justify limited resources. This means the overriding judgement of the College assessment team must be that places are offered to young people for whom the College could make a significant difference to their educational progress, quality of life and independence.

The purpose to this procedure is to set out the way in which the College manages the process of learner application, assessment, decision making and communication between college and all interested parties. This procedure also describes the admissions criteria to be use in the decision making stages. This procedure applies to all involved in the College pre-entry assessment process.

1.2 Legal requirements

Children and Families Act (2014)
Special Educational Needs and Disability Act (2001)
Education Act (2002)

Public Sector Duties as defined by the following legislation:
Race Equality Duty - Race Relations (amendment) Act 2005
Disability Equality Duty - Disability Discrimination Act (2005)
Gender Equality Duty - Equality Act (2006)

1.3 Areas of responsibility

Assistant Principal

It is the responsibility of the Assistant Principal to:

- Maintain *oversight of the pre-entry assessment process* and ensure that effective policies are in place to support the process.
- It is the responsibility of the Assistant Principal to ensure *liaison with funding bodies* and maintain oversight of funding documentation.

Admissions Manager and Team

It is the responsibility of the Admissions Manager and Team to:

- *Liaise with prospective learners* and their families/carers to provide information relevant to the application process.
- *Maintain accurate and timely records* pertaining to enquiries, visits, the application process and information gained during the assessment process, offers and funding progress.
- Ensure that all relevant College departments have *access to all relevant information* pertaining to prospective learners' information throughout the pre entry assessment process.
- *Liaise/Co-ordinate Home/School visits* with College departments.
- Take an active role within the *decision making* process.
- *Communicate the College decision* to all interested parties.

Intake Group

It is the responsibility of the Intake group to:

- *Attend intake meetings*
- Ensure sufficient *information is gained to inform the assessment* process and, if an offer is made, the prospective learner's programme.
- *Make a decision regarding potential placement*
- *Following this* the Admissions Co-ordinator in conjunction with Assistant Principal, Admissions & Funding Officer and Admissions & Funding Manager will offer placements and assess funding levels.

2. PROCEDURE DETAILS**Definitions of terms*****“Intake Group”***

Interdisciplinary group of colleagues from all key departments within College, who meet routinely to plan, discuss and make recommendations regarding each learner application/assessment. Members of this group may not work directly within the Admissions & Funding team but will be significant stakeholders in the learner application and assessment process.

“Assessment documents”

Documents sent out initially to prospective learners as an application/assessment document but also to key people in their lives eg SLT, physio/OT, health professionals, school, etc. These documents are intended as a means for gathering important information about the scale and complexity of any support that the applicant may require to access a course at Beaumont College.

“Pre entry assessment”

This is the process which enables the college to reach a decision upon the suitability of placement for prospective learners and takes into account the College’s ability to meet each learner’s assessed need.

“Transition”

The definition of “Transition” for college purposes are:

- Visits to school and/or home at assessment and pre entry stage
- Visits into college for the purposes of a day visit and/or overnight assessments
- The first 6 weeks of placement, the baseline period

“Offer”

This refers to formal Offers of Placement at the College, which are provisional subject to confirmation of funding. Typical funding arrangements were normally agreed for three years, as this is the length of course offered by the College. However, in current circumstances funding can be offered from between one to three years depending upon the discretion of the funding body. The length of funding agreed at the beginning of the learners placement will then be subject to extension only by completion of the appropriate local authority document, this is submitted by the College to the relevant funding body via the route advised by the young person’s Local Authority. Only in exceptional cases will extensions to funding be applied for by the College on the learner’s behalf at the end of a three year course. All learners including Part Time learners are offered places in the same manner as above with exception that the offer would relate to the number of hours and/or sessions offered per week.

In a small number of cases a learner may be funded by someone other than their local authority for example, if they attend mainstream school or college and the school/college negotiate and pay funding for the placement

2.1 Initial Contact

All initial enquiries regarding learner applications will be directed to the Admissions & Funding (A & F) team, who will record basic details and

arrange initial appointments for visits. Initial appointments will be made with the A & F manager and team, who will provide marketing materials such as the College prospectus, course guides and any other information. The A & F manager and team will provide prospective learners, parents and others with application documentation. They will also provide initial information regarding admissions procedures and the current availability of learner places.

2.2 The Initial Visit

Prospective learner and their families will be offered a visit to the College to familiarise themselves with the resources and culture of the college. This will include a tour of living, learning, therapy and social areas within the College. The difference in ethos between the College and previous schools will be made explicit to applicants and their family/advocate(s) during the visit. There will be opportunities to discuss areas of interest throughout the course of the visit.

All applications will be logged by the A & F team on receipt of the initial Learner Application document, recording basic contact details of the applicant and their school. As further documents are received, other key information will also be recorded and stored securely for later use in the assessment process. Where application documents are incomplete or missing, the A & F coordinator will make contact to ensure the College has all the necessary information for the assessment process to proceed effectively.

2.3 Pre-entry Assessment

The formal assessment process will begin approximately twelve to eighteen months before starting at the College. Where applications are received many years in advance of their proposed year of entry, the assessment process will not take place until the year prior to proposed entry.

Assessment begins once all necessary application and supporting documents have been received by the College, in some cases the group may proceed with an application without supporting documentation, this would occur where supporting documents have been delayed. For applicants to Beaumont College (Lancaster) colleagues from within the College (see list of departments directly involved below) will use information provided by all the application documents, to inform the assessment process.

- Physiotherapist
- Occupational Therapist
- Speech and Language Therapist

- Behaviour Specialist
- Nurse Specialist
- Student Support Manager (Day & Residential)
- Education Manager and/or Assistant Principal
- Education Transition Coordinator
- Admissions & Funding Co-ordinator
- Restaurant Co-ordinator

For applicants to Beaumont College satellite service, the departments involved will depend upon what elements of the education service are to be purchased by the purchaser. The pre-entry assessment process may also entail visit(s) by nominated members of the departments listed above, to the applicant's home and/or school; visit(s) by the applicant to the College; telephone/email enquiries by the College seeking further details or clarification. Assessment visits may (where applicable) include an overnight assessment at the College. Please note that this is also part of Transition process into college as it further informs the application. This will be made clear to the applicant and their family/carer

In addition, during visits to the College, group meetings may be available with any of the following:

- Assistant Principal
- Education Manager
- Registered Manager

2.4 Intake Meetings

The intake group will commence regular meetings prior to the end of the academic year for the intake of the following academic year. Representatives of the college departments listed above will form the core group for the purposes of these meetings, although other colleagues may be invited to provide specialist input on occasions.

Each department will collate information relevant to the prospective learner's assessment and present it during the meetings for discussion. Where it is noted that further information is needed, this will be communicated to the A & F team during the meeting, the A & F manager or the person requesting the additional information will follow up and report back at the next meeting.

2.5 The Decision Making Process and Offers

Decisions on individual applications will take place as and when the intake group are satisfied that all information has been received.

The Intake Group will:

1. Agree its decisions after considering all of the information available to it.
2. Request information from appropriate sources if it feels as a body it does not have adequate information.
3. Agree a final decision as to the College's suitability for the applicant based on the balance of factors outlined below.

Some of the factors which guide the decision making process will be:

- The expected vacancies within the learning programmes, and where applicable, living accommodation of the college in which a young person would be most appropriately placed.
- 'Best Fit' to meet the needs of the young person.
- The maintenance of achievable levels of care support and other needs across the college to include the physical, programmatic and interpersonal.
- The need for risk assessment to be carried out to take into account the needs of other service users before confirmation of a placement.
- Priority will be given to applicants from the local area i.e. Lancashire, Cumbria, Greater Manchester, Merseyside and Cheshire.

It should also be stressed, however, that the intake group may need to take into account other factors applying at a particular time in the interests of the well being of the whole student population and the efficient operation of the college

Note: Where agreement cannot be reached the final decision lies with the College Principal.

2.6 Communicating the decision

The A & F manager will write to the applicant and where appropriate their family, informing them of the decision and will copy this to the relevant purchaser. Where the decision is made not to accept an applicant, this will be communicated prior to the end of December in the year prior to the expected start date (except in cases of late application). Should a further transition period of assessment be required, this will usually be where the college has concern re: best fit of the college environment, this will be clearly communicated in any offer letter and will be a) subject to funding and b) subject to successful transition visits.

2.7 Follow up procedures

Applicants will be asked to complete an evaluation of the initial visit. Where applicants are refused a placement following an initial offer of placement subject to section 2.6 b); a follow up call or correspondence will be made to the intermediary of the applicant e.g. Case worker, Social Worker, Careers Advisor within 2 weeks of correspondence.

2.8 Preparation of funding agency documents

The A & F manager in conjunction with the A & F Officer will begin the preparation of fee rationale and other information required by the funding agency for final approval by the College Principal.

2.9 Appeals procedure

When an applicant wishes to appeal against a decision made by the Intake Group the following procedure will apply:

- A formal letter of appeal must be sent to the College Principal within fourteen days.
- The College Principal or delegated Leadership Team member will consider the decision and make a final judgement upon the evidence provided.
- The College Principal will inform the applicant in writing of the decision within one calendar month from receipt of the appeal, this time frame can be extended to allow time for further evidence to be provided to the College. Where there is likely to be a delay due to further information being needed to support decision making, this will be informed to the appellant prior to the end of one calendar month

3. MONITORING AND REVIEW

This procedure will be subject to ongoing monitoring by the A & F Officer, A & F Manager and Assistant Principal led by Beaumont College Principal, to ensure it remains consistent with current working practice and legislation. This procedure will be due for a full review no later than June 2019, by the Assistant Principal.

4. REFERENCES

Beaumont College Prospectus
Beaumont Behaviour Management Policy
Beaumont Physical Intervention Policy
Ambito Complaints Procedure

Appendix 1
Application Documents

Available on request

Appendix 2
Home/School Packs

Available on request

Document Control

What is the title of this procedure?	Beaumont College Admissions Procedure
What date was this procedure last approved?	Jan 2022
Who was the approving body/postholder?	
When was this procedure issued?	Jan 2022
What is the version number?	Version 9
What version or procedure does this one supersede?	Version 8
What are the key changes to this procedure?	New legislation references New branding Inclusion of satellite service Introduction of part time programmes
What consultation was undertaken when writing this procedure?	Intake group
What is the supporting policy or policies?	
State any cross-references to other policies or procedures.	Beaumont College Prospectus Beaumont Behaviour Management Policy Beaumont Physical Intervention Policy Scope Complaints Procedure
What is the date of the next review? (Maximum of 2 years from last approval date)	January 2023
Which department does this procedure originate from?	Programmes
Who is the lead manager?	Admissions Manager
Who is the author/contact person (if different from above)?	Assistant Principal
Where else is this procedure available?	P:\Resources\1 Policy & Procedures\4 Approved (public PDF)