



## **Admissions Policy**

### **1. Introduction**

- 1.1 It is the aim of Trinity Specialist College to deliver an educational offer that is tailored to fully meet the holistic needs of each individual student who successfully gains a place onto a Trinity Specialist College study programme.
- 1.2 Trinity Specialist College has an inclusive admissions approach to meeting needs of individuals wishing to study with us. Trinity Specialist College does not have narrow or specific admissions 'criteria' which has to be met in order to apply for an educational place.
- 1.3 The approach of Trinity Specialist College towards allocating places involves ascertaining an applicant's individual needs and aspirations to ensure that we can provide the best educational service to meet requirements.
- 1.4 Trinity Specialist College is fully committed to Equality, Diversity and Inclusion of all students and staff.

### **2. Initial Enquiries and Referrals**

- 2.1 Initial enquiries and referrals are accepted from individuals as well as the Local Authority/SENAR.
- 2.2 An appointment will be made for the young person, parents or carers to visit the college.
- 2.3 The young person and parents or carers complete an application form if they decide the college is a suitable option.
- 2.4 The college should be named as the preferred option as part of the EHC Planning process.

### **3. Referrals Process**

- 3.1 Referrals can be made in two ways. Either a self-referral or a referral through SENAR/Local Authority.
- 3.2 All referrals must be accompanied by the young person's current EHCP and ideally naming Trinity Specialist College as the preferred provider.

- 3.3 Once a referral has been received, a Governing Body Response Form will be completed based on the information contained in the young person's EHCP.
- 3.4 The GB Response Form will indicate whether or not the college can meet the identified needs of the young person. Any agreement stating that needs can be met, is done so in principle pending a full assessment of the young person's needs.
- 3.5 The agreement in principle will take into consideration the available high needs funding from the placing Local Authority and whether or not the funding is sufficient to then meet the identified needs of the individual based on that funding.

#### **4. The Placement Assessment**

- 4.1 The Placement Assessment will be conducted by a member of the SLT and will take place at the young person's current placement or at their home. This assessment is based purely on the knowledge of the young person by people who know them well and where appropriate will include the views of the young person themselves.
- 4.2 The placement assessment will be used to determine if the college believes it is able to meet the young person's needs, based on the presenting information.
- 4.3 This assessment will also be used to determine the level of funding we believe is required to fully meet the individual's needs, based on presenting information.
- 4.4 Funding levels may require review based on the presenting needs of the young person once they have taken up placement and/or as part of the initial assessment review process that takes place during the first term.

#### **5. Funding Arrangements**

- 5.1 Trinity Specialist College has 26 commissioned and 4 non-commissioned places for young people. Priority for commissioned places will be based on confirmation of funding and placement from the Local Authority.
- 5.2 Trinity Specialist College accepts referrals from any Local Authority within the West Midlands.

#### **6. Preparation for College**

- 6.1 Once a placement has been confirmed, a transition process will be agreed. This will be based on the needs and wishes of the individual but is not anticipated to take longer than two weeks of phased induction.
- 6.2 A welcome pack will be sent out to the young person or their representative detailing the transition plan and all relevant contact details/forms/consents.

## **7. Initial Assessment Review**

- 7.1 An initial assessment and EHCP review will take place within six weeks of the placement commencing.
- 7.2 This meeting will be used to share information from initial assessments and to advise of current learning levels for the young person. At this stage we will also determine the destination (i.e. what the young person wants to do when college ends) and the programme of study that they will be following in order to help them achieve this.

## **8. Placement Refusal**

- 8.1 Trinity Specialist College reserves the right to not offer a place where we believe that we cannot meet the needs of any one individual based on current information presented in the EHCP, and /or as part of our assessment process.
- 8.2 Trinity Specialist College may also refuse a placement where the needs of the individual are such, that they are likely to have a significant negative impact on the learning of others.

## **9. Placement Review**

- 9.1 In the event that Trinity determines that it can no longer meet the needs of a young person, a placement review will be called to discuss the reasoning for this and potential options going forward.
- 9.2 If a young person ceases to engage with the service and therefore is no longer making progress, we will take all necessary steps within our power to support the young person to re-engage. If the young person is still not engaged after an agreed period of time, then a placement review will be called.
- 9.3 If the behaviours of a young person are having an adverse effect to the learning or welfare of others, and after all reasonable behavioural support has been put in place, a placement review will be called. Trinity reserves the right to temporarily exclude any young person where their behaviours are adversely affecting the learning or welfare of others, pending a placement review meeting.
- 9.4 If after having explored all reasonable options, the behaviour of any young person continues to put at risk the learning or welfare of themselves or others, Trinity reserves the right to terminate the placement.
- 9.5 In the event where it is identified for specific reasons that a young person requires additional funding in order for the placement to continue, any agreed action plan will not be put in place until this funding had been agreed by the responsible Local Authority.

## **10. Appeals Process**

- 10.1 Any parent of/or unsuccessful applicant wishing to appeal against the refusal of a place at Trinity Specialist College must do so in writing to the Chair of the Board of Trustees. The Board of Trustees will review the decision documentation and inform relevant people of the outcome. The decision of the Board of Trustees is final.
- 10.2 Any refusal by the Local Authority/SENAR to place a young person with us who wishes to attend Trinity Specialist College, must be taken up using the relevant Local Authority Appeals Process.