

Admissions SEN and conditional extra guidelines 2017/18

Students who have disclosed a SEN, are not automatically exempt from standard or extra conditions being placed on their offers. Although we have to be mindful of any disclosure and responsive to individual needs, students with a disclosed SEN must still be able to demonstrate that they can engage successfully in a full-time educational programme.

This may be made possible by additional support/resources which can be put in place by the Study Centre. The Study Centre information forms completed by the specialist Study Centre staff and interviewers will start this process of identifying need. In some cases, an Education, Health and Care Plan (EHCP) will be in place or in the process of being put in place.

This means that students with a disclosed SEN should still meet our entry criteria for the level of course to which they are applying. If this is not the case, the student application may be referred to our senior admissions staff (Assistant Principal – Admissions and Progression and Director of Student Services). We have an admissions process in place to deal with such requests, which culminates in authorisation from the Principal. For students with an EHCP in place, any offer will not be made immediately at interview as all potential offers will be referred for approval to a specialist admissions panel consisting of the Assistant Principal – Admissions and Progression, Director of Student Services, the Additional Learning Support Manager and the Study Centre Manager. This is to ensure we are able to put in place the best support possible for potential students.

In cases where attendance, punctuality, behaviour or attitude to study are a concern, if our level of expectation is not met but our concern is related to the disclosed SEN (e.g. consultants' appointments affecting attendance etc.) then we should exercise professional judgement and make reasonable adjustments. This must be supported by evidence that demonstrates that this is the reason our expectation is not met and also needs to demonstrate that the student is fit to participate in full-time education. These students will be referred to a senior admissions review panel for a final decision.

In cases where attendance, punctuality, behaviour or attitude to study are a concern, if our level of expectation is not met and our concern is **not** related to the disclosed SEN condition, then the application is subject to our normal entry criteria and admissions process.

The above will also apply when reviewing the conditional extra offers at our review panels. This may result in the College not being able to offer a place to a potential student.

Students who should improve attendance, but the 95% target is unattainable

There may be some students who do not meet our attendance requirement but disclose that they have genuine reasons for this. Examples may include a stay in hospital or they have significant anxiety issues. In some of these cases, issuing a conditional extra for improvement (attendance) may not be appropriate because between the interview date and the review date (May 2017), it may be impossible for them to achieve 95% attendance due to the stated reasons.

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These students should be referred to a member of the senior admissions team by the interviewer and that team member should try to ascertain if the student would be in a position to effectively participate in full time education from September. If the conversation indicates they would be, then the senior admissions team member may decide to make a conditional offer without extra conditions. In other cases it may be that supportive, achievable targets (not just attendance based) are required within a conditional extra offer. In the first instance, the senior admissions staff member will make the relevant decision regarding acceptable targets. If this is not possible then the following applies:

- i. If the interview is taking place in a partner school, the student will be advised that the offer will be referred to the Assistant Principal – Admissions and Progression or the Director of Student Services. The student will be given a congratulations booklet and advised that they will be contacted shortly by the Assistant Principal – Admissions and Progression or the Director of Student Services.
- ii. If the interview is taking place in college, the student should be referred directly to the Assistant Principal – Admissions and Progression or the Director of Student Services who will take this forward.

In either situation, if an Education, Health and Care Plan (EHCP) is in place, a full case conference will be needed following the initial interview. The Study Centre team will liaise with all concerned parties and agree any supportive targets with Assistant Principal – Admissions and Progression or the Director of Student Services.

Follow-up action taken by Assistant Principal – Admissions and Progression / Director of Student Services

They will discuss the student's current situation and how the strategies they are employing will enable them to be in a position to effectively participate in full time education. At this point, if the student has parents or carers with them, they would be invited to participate in the discussion. We will need to be provided with documentary evidence to support the review and we will also contact the school to gain further information. We will discuss with all concerned what would be an achievable target for attendance (or any other expectation) during the review period. At the end of the review period, we will check with the school if the agreed target has been reached.

Following the initial interview and the subsequent discussions, the letter that is written to the student will reflect the targets agreed with the student, parents or carers and the school. This will replace the standard college 'conditional extra improvement' letter and will be written by the Assistant Principal – Admissions and Progression or the Director of Student Services.

Senior admissions team: Assistant Principal (Admissions and Student progression), Director of Student Services

Principal, Deputy Principal, Vice Principal (Student Guidance and Support), Assistant Principal (Vocational Curriculum and Student Employability and Assistant Principal (Schools Liaison, Marketing and Community Partnerships