

## 1T: Admissions Procedure - Sheiling College

*Reviewed: Senior Management Team, October 2017 (Every two years)*

*Full Review date: October 2019*

*EDI Check – Oct 2017*

*Ratified by Trustees: TBC-Nov 2017*

### **1. Admission to Sheiling College**

Prospective students, who have an EHCP and are identified as having moderate, severe or complex learning difficulties, in particular ASD, may be referred to The Sheiling Ringwood either by parents and Local Authorities or Social Services Departments, or through tendering consortiums of local authorities.

The stages for admission of students to Sheiling College are usually as follows:

1. Informal or Formal Approach:

- **Informal Approach by Parents/Carers.**

Parents/Carers and, if appropriate, relevant professionals will be invited by the Admissions and Reviews Coordinator for an informal visit to the College.

- **Formal Approach by Funding Authorities.**

Usually, the authority will provide the relevant documentation on the student's education history for initial consideration by Sheiling College. In the case of tendering consortiums, this may have a strict timescale attached and parents/carers may only be invited to consider Sheiling College at a later stage of the process.

2. On receipt of an enquiry, the College will invite the parents/carers or funding authority (local authority) representative for an informal visit. If wishing to pursue a placement, parents/carers will be asked to complete an application form.

3. After receipt of a completed application form and relevant documents/records, a decision will be made by the Sheiling College Leadership Team with regard to furthering the admission process. This will be dependent upon the availability of places at Sheiling College and whether it is clear from the application and/or relevant documents/records that Sheiling College can meet the student's needs.

Furthering the admission process may involve a visit to see the student at their current school/college and/or at their home/residential setting. After this pre-assessment visit, the Sheiling College Leadership Team will decide if the student will be invited for an assessment day at Sheiling College (overnight if residential). This will be dependent on whether it is clear from the pre-assessment visit that Sheiling College can meet the student's needs.

4. During the assessment day, relevant staff, including therapists, will meet the student. It may be necessary to interview the parents/carers on this day too. Following the assessment day, the Sheiling College Leadership Team will determine if Sheiling College can meet the needs of the student concerned.

If it is determined by the Sheiling College Leadership Team that Sheiling College can meet the student's needs and that a place is available, then:

- An assessment report will be written and submitted to the relevant local authority representative(s).

- Fees will be calculated and submitted to the relevant local authority representative(s).
- An offer of a placement at Sheiling College will be sent in writing to parents/carers and a copy sent to the relevant local authority representative(s).

If it is determined by the Sheiling College Leadership Team that Sheiling College cannot meet the student's needs, then:

- Parents/carers will be informed in writing that Sheiling College cannot meet the student's needs and therefore will not be offering a place.

If there is no current vacancy at Sheiling College, then:

- Parents/carers will be advised that there is no current vacancy at Sheiling College and will be offered that the student's name is kept on a waiting list.

5. In the event of a place being offered at Sheiling College, then:

- Parents/carers will be requested to confirm in writing their acceptance under the Terms and Conditions of Admission.
- The funding authority (local authority) or private funder will be requested to confirm in writing their acceptance under the Terms and Conditions of Admission at the stated fee level.

6. After receipt of confirmation, and no later than two weeks prior to the admission start date, the Admissions and Reviews Coordinator will send the parents/carers an information pack. This will include details of the student's teacher and house coordinator as well as a clothing list for residential students. A transition-in plan will be compiled outlining details and strategies to support the student with their move to Sheiling College.

The Sheiling Ringwood will comply with the terms and conditions of the ESFA Contract and/or other specific contracts with the funding authority (local authority) once these have been signed by both parties.

Every student is admitted on the understanding that the first 12 weeks at Sheiling College is seen as a trial and assessment period. In exceptional cases, it may be necessary to extend the assessment period. A First Term Review will be held in the first term. In some cases, amendments to the first year fee levels may be requested at/promptly after the First Term Review.

Sheiling College reserves the right to postpone or cancel the process of admission of a student if circumstances change, e.g. the student's needs or behaviour change or if there is no longer space and appropriate facility for that particular student.

## **2. Terms of Admission**

### **2.1 Fee Structure**

Once a place has been offered and it is accepted by the funding authority, an invoice will be sent out and fees become due within 30 days of receipt.

Every student is admitted on a 12-week trial. A fee will be charged for this period of an amount equal to 12 weeks of the agreed first year's fee.

Fees are payable termly in advance.

- Accounts will be due on presentation of three termly invoices.
- Fees are based on a 38-week academic year.
- If any sum payable under a contract is not paid within the 30 day period, then a charge may be applied. The sum will bear interest at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis.
- Fees include food and lodging appropriate to the attendance type, education, life skills, and some off site visits.
- Fees exclude personal expenses, pocket money, transport costs other than included off site visits, which will be charged as extra when appropriate. Also excluded are costs for additional staffing and other items where particular difficulties or unusual circumstances have been identified. In such cases, additional fees will be applied following negotiation and agreement.
- LAs will be notified of increases well in advance and in line with the NASS or current mutually agreed contract.
- It is our policy to make it clear at the Assessment Review whether the initial fee quoted in our offer letter is confirmed and that all relevant parties are aware of the current fee level.

## **2.2 Policy of Review**

After initial assessments, Individual Study Programmes are formalised in consultation with teachers and House Coordinators/deputies working directly with the student. All ESFA/Local Authority Funded students have an annual review. Parents/carers of privately funded students are encouraged to follow the same procedure.

Every student admitted to the College is offered a place on the understanding that this will cease no later than in the July after turning 25 years of age.

## **2.3 Exclusion and Withdrawal**

### **Exclusion:**

Under normal circumstances, the decision as to when a student leaves the College will be mutually agreed upon, through the annual review process. When a student's situation becomes unmanageable or suddenly breaks down, an Emergency Review will be arranged, in order to determine the best way forward for the student.

In extreme circumstances, it may be necessary to dismiss, or exclude, a student at short notice. The circumstances in which this could happen are when a student clearly shows no response to behaviour support strategies when:

- The student is causing harm to itself or others, or...
- When the student is exhibiting unmanageable behaviour.

The College will have two options:

- a. Exclusion for a fixed period**
- b. Permanent Exclusion**

The decision to exclude will be made by the Principal and communicated to the parents/carers and local authority by the Principal or their representative as soon as possible after the

decision is made. The College will endeavour to comply with whatever national regulations on exclusion are in force at the time.

**Withdrawal:**

If a student is withdrawn by parents/carers or authorities, a term's notice is required in writing or a term's fees are expected to be paid. The College reserves the right to charge interest at 5% per month on accounts overdue by more than two months.

In the event of temporary exclusion, it shall remain the absolute responsibility of the placing authority to provide for the needs of the student who is excluded from the College. The placing authority is also responsible for expenses as may be incurred.

When an Emergency Review has been called, the placing authority will be notified and will be expected to send a representative. It may be necessary to make decisions in an urgent Review in the absence of a representative from a placing authority if such a representative cannot attend.