

Social Media



Admissions and Enrollment Policy

Policy reviewed by Senior Leadership Team College

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1. Aims

We are a specialist post-16 institution (SPI), for students with mild to complex learning difficulties including Profound and Multiple Learning Difficulties (PMLD), Complex Communication Needs (CCN), Mental Health Needs (MHN) who require a significant level of support beyond that which can be accommodated within a mainstream Further Education (FE) Colleges. We provide education support and care for young people between the ages of 16-19 (19- 25, with an active Educational and Health Care Plan- EHCp). This policy aims to state:

- Our admissions process
- Our enrollment process
- Key Responsibilities

Craftworks College is committed to providing a safe and thriving learning environment, and this starts at the point of admissions. We seek to ensure a match between what the individual learner needs to learn and what is provided. To provide a good quality experience of learning for its students, the College will ensure that it has clear and effective processes in place to support all students in achieving an inspiring curriculum through a clear and robust admissions and enrollment process supporting in the beginning of their learning journey with us and ensuring we are supporting through the appropriate curriculum pathway throughout their journey with us.

2. Definition

Admissions - Refers to all applications that have been received by Craftworks College through general enquires, direct applications and consultations from the local authorities. Admissions is the process of initial meet through to decision of placement.

Enrolment - Refers to all applications that have progressed through the admissions process , we have agreed to support and are now under-going the enrolment process with us.

3. Admissions Procedure

Admission to the Craftworks College follows the guidelines highlighted by the Department for Education. As a provider, we receive our student applications through either:

- Local authority consultations
- Direct application

Consultations and Applications are open to all young people aged 16-25 with a wide range of learning difficulties/disabilities which include moderate/severe/profound learning difficulties and/or disabilities, as well as those with additional requirements relating to autistic spectrum disorders, challenging behaviour, visual and hearing impairments, and Mental Health Needs.

Craftworks College has a specialist status, students are eligible for a place if they require Entry 1 to Level 2 programs or who have been identified as having learning goals and aspirations that can be met through attendance at Craftworks College.

All places are subject to the availability of funding and funding eligibility criteria. Parents/carers and their representatives, and agencies acting on behalf of individuals may also purchase places on a fee-paying basis, subject to the criteria set out in this policy.

All applications and consultations are logged within the MIS System and the Admissions Spreadsheet.

Where courses become full, applicants may be given the following options:

1. To be placed on a waiting list
2. Discuss with our Admissions officer to consider other available courses

When applicants are unsuccessful in meeting their first choice programme they will be given the

3.1 Local Authority Consultations

Local Authority Consultations are sent through via the special educational needs consultation process. We are given 15 days to respond to a consultation process. Within this time we aim to review the consultation document sent, request additional information or meet the young person, previous education provider or family. This is to decide whether Craftworks College can meet the educational needs of the young people. A consultation response is then sent through to the local authority advising whether we can or cannot meet the needs of the young person.

- If we can meet the needs of the learner we will begin our enrolment process and liaise with the local authority for an updated EHCp in which we are the named provider for education in Section F.
- If we cannot meet the need we will request confirmation from the local authority that the consultation for the student is closed and that Craftworks College is not the named provider.

3.2 Direct Application

At Craftworks College we can accept 5% of our cohort without an Educational Health Care Plan. These learners may have undiagnosed additional needs or a complex history with education providers which makes Craftworks College an appropriate provider. Students without an Educational Health Care Plan are expected to complete a Craftworks Passport - which highlights any areas of concern.

If a direct application comes through for a student that has an EHCP. We recommend the student/parent/ carer reach out to their local authority so that we can accept the application through their local authority consultation process.

3.3 Application Form

All students are required to complete a Craftworks application form prior to enrollment.

3.4 Right to refuse

Places are offered in accordance with the following criteria provided that the College has been sent the necessary consultation, application and pre-assessment documentation and that the places available match the individual support needs of the student, for example regarding compatibility within the groups.

Before offering a place consideration will be given to the order in which applications have been made, the availability of a suitable place to meet the individual needs (including for personal care and management of challenging behaviour) and the proximity of the nearest Craftwork Campus.

Applications for a place at the College that are accepted after the allocated number of places have been filled may be offered a place during the academic year should a place become available.

Craftworks College has a duty of care to all its learners and staff and therefore, reserves the right to refuse an applicant where there is evidence that they could be a danger to themselves or to others, thereby safeguarding the Craftworks College. Craftworks College's admissions process may refuse admission to an applicant who has previously been excluded from this college or any other educational institution due to unacceptable behaviour, poor attendance and/or failure to complete their programme studies. Craftworks College will only refuse an applicant admission if they feel they are unable to provide a satisfactory risk assessment and/or feel the applicant has made no progress from the previous exclusion.

4. Enrollment Procedure

Once we have agreed to meet the needs of the learner Craftworks College will ensure the student receives information, advice and guidance to help them decide what is the most appropriate programme of study that best suits their needs. The college will provide appropriate feedback to all applicants and decisions will be recorded and responded to, this will be recorded within the MIS system and the Enrolment Spreadsheet.

The student will then receive:

- Applicants will be sent a "Welcome Letter" that is an acknowledgement of an offered place at Craftworks College within 10 working days.
- An offer for transition opportunities (Site visit, Taster days)
- Applicants who have declared they have a significant complex need will be added to our specialist support

... A creative community helping you grow.

curriculum and additional support will be in place from the Special Education Needs Co-Ordinator (SENCo) and Wellbeing Team.

- An Enrollment pack will be sent to the learner in readiness for their induction date in September outlining their induction date and official college start date.
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Applicants will be given four weeks to accept/decline./ engage with the college placement offered to them and failure to reply or notify the college may result in the place being offered to another applicant.

5 Staff Roles and Responsibilities

5.1 The College Office

- Received the application and consultation documents for the students and updated the Admissions spreadsheet and MIS system accordingly.
- Signposts the Deputy Head of Emotional Health and Wellbeing to the responses required through an overview document
- Communicate directly with students, parents/ carers, local authorities and previous education providers as necessary
- Moves students through the admissions process and adds students to the enrollment spreadsheet, when appropriate
- Attends Admissions and Enrolment meetings to ensure we are considering placements effectively
- Sends through the enrolment documents and arranges transition opportunities for learners.
- Attends open days to promote Craftworks College.

5.2 The Deputy Head of Emotional Health and Wellbeing

- Oversee the admissions process
- Responds to consultation
- Strategies with the College Management Team regarding student placement within the enrollment process
Admissions to the Re-engagement Programme for NEET students and students whose attendance has dipped below 50%
- Review the appropriateness of placement for students who are disengaged from their college course or Re-engagement programme.

5.3 The Special Educational Needs Co-ordinator (SENCo)

- Ensure reasonable adjustments are in place to support students with additional needs or mental health concerns throughout the admissions and enrolment process.
- Arrange and attend home visits to discuss attendance-related concerns with the student
- Arrangement of Annual Reviews for students whose attendance who have not attended despite multiple attempts to engage within 4 weeks of enrolment.

5.4 The Tutor

Tutors have a responsibility to support Craftworks in creating a safe and inclusive learning environment for students, new or returning by:

- Ensuring they have read the consultation documents for the learning prior to their transition opportunities
- Provided effective support on transition opportunities

- Recording concerns appropriately so that corrective action can be taken
- Supporting induction days for learners
- Supporting the provision planning for learners within Term 1 by ensuring that each learner has a Provision Plan, Pupil Profile and Risk Assessment that is relevant to their individual needs.

5.5 The Principal

The Principal oversees the admission and enrollment process for all learners at Craftworks College. The Principal reserves the right to support areas of concern and contact students, parents, and carers where appropriate, as well as discuss placement considerations for students in relation to, but not limited to, admissions.

6. Vulnerable students on a Specialist Pathway

6.1 The College recognises that we work with vulnerable students and supports these with our curriculum pathways. Several vulnerable students are being supported by a specialised pathway across the College, particularly in the following groups:

- Profound and Multiple Learning Disabilities
- Complex learning needs/ Complex communication needs
- Looked After Children
- Care Leavers
- Teenage Parents
- Young Carers
- Those under the Youth Offending Service
- Those with significant mental health issues
- Those who have been or are being exploited

6.2 These students often have extra barriers to overcome and may require extra support with day-to-day life. They are often supported by an external network of organisations that need our help and encouragement too. They can experience disruption in their personal lives and education and they may have genuine reasons for absence or poor punctuality that are beyond their control, these students are supported through the Re-engagement Programme for admissions. Repeated lack of engagement within 8 weeks of enrollment will result in the closure of placement.

7. Links with other policies

This policy is linked to our:

- Attendance
- Behaviour policy,
- Re-engagement Strategy and Policy,
- Vulnerable bursary Policy,
- Wellbeing Strategy
- SEN Strategy,
- Behaviour and Attitudes strategy,
- Quality of Education Strategy
- Personal Development Strategy
- Curriculum offer