

## Admissions SEND guidelines 2023 entry

### Overview

- Prospective students are encouraged to disclose any additional learning needs or medical issues related to their mental or physical health at application point so we can ensure we are in a position to offer support that meets the needs of the student. The information will be shared as appropriate, with relevant staff members
- The College will ask for specific information (anorexia nervosa, psychosis etc.), rather than accepting any generalised information. This information will support us in establishing the most appropriate programme of study and to ensure any additional support requirements can be implemented where this is reasonable
- The College will take into account our duty of care towards all students and staff, health and safety considerations and what are reasonable expectations of teaching and support staff
- Wherever possible, we aim to include health professionals and other external experts in discussions and in all cases, medical or relevant evidence will be required to inform the support plan agreed
- Where appropriate, a risk assessment will be undertaken before an offer of a place is considered
- Although we are mindful of any disclosure and responsive to individual needs, students with a disclosed SEND must still be able to demonstrate that they can engage successfully in a full-time educational programme. If this is not the case, the student application will be referred to the Senior Admissions Team
- Students who have disclosed a SEND, are not automatically exempt from our Admissions Policy or entry requirements
- Successful engagement in full-time education may be made possible by additional support and/or resources which can be put in place by the Learning Support Centre
- The information provided through the application process (both in the application form and at interview) will start the 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. The content of this EHCP will be considered by the specialist admissions panel and will form part of our decision-making process regarding whether HNC is an appropriate provider of post-16 education for the prospective student
- For students with an EHCP in place, any offer may not be made immediately at interview as all potential offers will be referred for approval to a specialist admissions panel consisting of members of the Admissions Team and the relevant additional learning support staff
- In cases where attendance, punctuality, behaviour or attitude to learning are a concern, if our level of expectation is not met and our concern is deemed **not** related to the disclosed SEND, then the application is subject to our standard entry criteria and admissions processes. This may result in the College not being able to offer a place to a prospective student
- 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 SEND then we will exercise professional judgement and make reasonable adjustments where possible, whilst still ensuring the student can successfully participate in full time campus-based education

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- The interviewer will refer the student to a member of the admissions team who will try to ascertain if the student will be in a position to effectively and successfully participate in full time education from September. If the conversation and evidence indicates that the factors negatively impacting on attendance have now been resolved, the admissions team member may decide to make a conditional offer

### Follow-up action taken by the admissions team

- If a prospective student has been given specific targets to meet as part of their offer, the Admissions Team will assess whether they have met these targets at the end of the review period
- Evidence from the school and/or relevant health professionals will be taken into consideration at this point and the final outcome communicated to the prospective student
- If any decision is disputed relating to the process within this Admissions appendix, then refer to the Admissions Policy for the appeals process