

Admissions SEND and conditional extra guidelines 2021 entry

Overview

Students who have disclosed a SEND, 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 SEND 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 and/or resources which can be put in place by the Study Centre. The Study Centre information completed on Cedar 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 SEND still need to meet our entry criteria for the study programme for which they are applying. If this is not the case, the student application may be referred to the Admissions Team. 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 members of the Admissions Team and the relevant additional learning support staff. This is to ensure we are able to put in place the most suitable support 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 SEND (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 the evidence also needs to demonstrate that the student is fit to participate in full-time education. These offers will be referred to the admissions team for a final decision.

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 **not** related to the disclosed SEND condition, then the application is subject to our normal entry criteria and admissions processes. 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, it may be impossible for them to achieve 95% attendance due to the stated reasons.

The interviewer will refer the student to a member of the admissions team and the team member will try to ascertain if the student would be in a position to effectively and successfully participate in full time education from September. If the conversation and evidence indicates they would be, then the 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 'fitness to study' offer. In the first

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instance, the 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 (national circumstances permitting), the student will be advised that the offer will be referred to the admissions team. The student will be given a 'Congratulations Booklet' and advised that they will be contacted as soon as reasonably possible.
- ii. If the interview is taking place in college, the student should be referred directly to the admissions team.

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 High Needs Provision Manager will liaise with all concerned parties and agree any supportive targets with the Vice Principal Corporate Services and Planning.

Follow-up action taken by the admissions team

An evaluation of the student's current situation and how the strategies the student is employing will enable them to be in a position to effectively and successfully participate in full time education will take place. At this point, if the student has parents or carers with them (national circumstances permitting), 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 be of a supportive nature and reflect the targets agreed with the student, parents or carers and the school.

The 'Fitness to Study Policy' should be viewed in conjunction with these guidelines, this is available on our website.