



# **St Elizabeth's College**

## **Admissions Policy**

Person Responsible: Director of Education  
Previous: April 2018  
Created: January 2019  
Approved For Governor approval February 2019  
To be reviewed: February 2021

St Elizabeth's College is committed to providing a high quality learning environment, which ensures all our learners receive the best possible learning opportunities.

Content page:

|         |   |
|---------|---|
| Page 1: | Content page  |
| Page 2: | Aim of the policy<br>The College Mission Statement                    |
| Page 3: | Procedures for visits<br>Application process<br>Assessments           |
| Page 4: | Assessments continued<br>Admissions Panel<br>Admissions criteria      |
| Page 5: | Admissions criteria continued<br>Transitions<br>Moving on             |
| Page 6: | Quality monitoring<br>External Quality Monitoring                     |
|         | Appendix 1 - The Right of Appeal<br>Appendix 2 – Admissions Flowchart |

The aim of this policy is to set out the values, principles and procedures to which an application to St Elizabeth's College is considered and to:

- Ensure that all procedures stated in this policy are carried out effectively
- To ensure that the College is aware of the expectations of both the funding authority and parent / carers so that the College can assess if these expectations can be reasonably met
- To ensure that the College has up-to-date and full knowledge of any prospective learner to enable an effective assessment into their needs to be carried out
- To ensure opportunities for information gathering to enable staff to be prepared for a learners admission to the College
- To ensure a smooth and successful transition to the College

## THE COLLEGE MISSION

The College is continuing the Vision of the Daughters of the Cross of Liege, who for over 100 years at St Elizabeth's Centre have been providing education, care and health support to vulnerable people, recognizing them to be unique individuals who should be valued.

The Mission for all College Lecturers and Staff is to provide holistic education, care, health and housing support, preparing the Learners for a fulfilled life of supported independent living, lifelong learning, vocational opportunities and leisure in the wider community bringing to life Christ's words:

**“I have come that they may have life and have it to the full”**

St Elizabeth's College was created to give young people with complex learning disabilities, including epilepsy, the opportunity to prepare for their future pathway through life by providing real, relevant, meaningful opportunities and experiences for their development in an adult, person centred environment. The College supports learners who present with a profile of complex learning and/or medical conditions including epilepsy, autism and associated social and communication challenges, moderate and severe learning difficulties.

The profile of young people continues to diversify and therefore it is the College's responsibility to ensure it continues to meet the changing needs of young people applying for placements. The Admissions policy will therefore be reviewed in response to changing needs more frequently and adjusted to reflect curriculum, support, health and care needs to ensure it accurately reflects the local, regional and national strategic direction of Independent Specialist Providers.

In keeping with the mission, ethos and core values of St Elizabeth's Centre, the College Admission Policy reflects the principle of meeting individual needs whenever possible.

## **1. Procedures for visits**

- 1.1 Visits to the College may take place throughout the academic year. However, outside of the Open Days it will not be possible for visitors to enter learner classrooms. Permission will be sought from current tenancy holders to view their supported living accommodation but this cannot always be guaranteed.
- 1.2 Open Days are scheduled during the Autumn Term to enable prospective learners and their families to visit to find out more about life at St Elizabeth's College. The open days enable parent / carers and prospective learners to view what the College and Domiciliary Care Service can offer and how it could potentially meet individual needs.
- 1.3 Applications can be made without attending the College open day although we do recommend a visit.

## **2. Application process**

- 2.1 All applicants must complete an application form, which is available on St Elizabeth's website. Paper copies can also be obtained via the Admissions Officer and are available during the College Open Days. All application forms must be accompanied by the prospective college learners Education, Health and Care Plan (EHCP). In the event that this is not provided this may delay the admissions process and affect the Admissions panel outcome.
- 2.2 All prospective applicants are encouraged to submit fully applications in a timely manner to reduce the risk of disappointment as the application process closes in February half term (as per Hertfordshire County Council non-term time dates).
- 2.3 Once an application has been received this will be screened by the Admissions Officer and details are entered onto the college database. The Admissions Officer will notify the parent / carer or referrer once in receipt of the application and advise as to when the case will be discussed at the Admissions Panel.
- 2.4 Once this process has commenced, written notification is required if any part of the application is to be changed or withdrawn for any reason.

## **3. Assessments**

- 3.1 The Director of Education, Deputy Head of College and Admissions Officer will screen all applications and make a decision as to whether to proceed with an initial education assessment.
- 3.2 Initial education assessments will be undertaken by either the Director of Education or Deputy Head of College and will inform the next stage.  
Note:

If the learner is not in attendance at a placement, a home visit in exceptional circumstances can be arranged, this is subject to a detailed risk assessment. In some circumstances an invitation to attend St Elizabeth's College can be made.

- 3.3 The Director of Education, Deputy Head of College and Admissions Officer will reconvene to discuss the assessment outcome and, if appropriate, the second stage of the assessment will be arranged.
- 3.4 The second stage is the overnight multi-disciplinary team assessment which is conducted at St. Elizabeth's Centre within the Adult Respite service.
- 3.5 Once all elements of the assessment have been completed the Admissions Panel will reconvene.
- 3.6 If the outcome is determined that an offer of a placement is not possible, there is the Right to Appeal. The Appeal procedure is contained in Appendix 1 of the Admissions Policy.
- 3.7 It must be noted that St Elizabeth's College reserves the right to refuse a placement if it considers that in meeting the needs of the applicant, the physical or emotional well-being of other students could be exposed to unreasonable risk.

#### **4. Admissions Panel**

- 4.1 The Admissions Panel consists of the Director of Education, Deputy Head of the College, Admissions Officer, Registered Care Manager, Therapy Manager and Clinical Services Manager. The panel meet on a monthly basis and additional meetings can be convened at the discretion of panel members.
- 4.2 During the Admissions Panel, the Admissions Officer will give an overview of the prospective learner's needs and the multi-disciplinary team will feedback their assessment outcomes.
- 4.3 The Admission Panel will formalise the placement offer, including associated costs and level of resourcing. If the Panel decision is to not progress with the placement offer the Admissions Officer will apply the decision flowchart accordingly.
- 4.4 The Admissions Officer will notify the parent / carer and prospective learner of the Panel's decision within 5 working days.

#### **5. Admissions criteria**

- 5.1 In accordance with the Education Skills Funding Authority (ESFA), Funding Guidance for Young People, ESFA eligibility requirements 2018 to 2020 and entry criteria for St Elizabeth's College.
- 5.2 Evidence of 'learning potential' and capacity to learn and supportive assessment information that indicates the learner will benefit from further education and the programmes for which they have applied.
- 5.3 Evidence that the learner wishes to attend the College.
- 5.4 Evidence that the College can meet the specific identified needs as stated within the Education, Health and Care Plan of the learner by providing specialist facilities, resources and staff as appropriate.
- 5.5 Supportive evidence from key stakeholders and placing authorities that St Elizabeth's College is the most appropriate choice to meet the learners needs (to include Education, Health, Therapy, Care and Wellbeing).

- 5.6 St Elizabeth's College will determine if Safeguarding procedures have been instigated in the past from relevant and appropriate professionals. If it is assessed that by admitting a learner others may be put disproportionately at risk, the placement is likely to be declined.
- 5.7 In accordance with the Equality Act 2010 the College is not able to be explicit regarding needs that can or cannot be met as all applications will be considered on the basis of the individual and the criteria for admissions.
- 5.8 Appropriate support and funding is in place from placing authorities.
- 5.9 Evidence that the learner meets the requirements for holding a licence Agreement and a suitable vacancy is available. A mental capacity assessment will take place to establish the required procedure.
- 5.10 Evidence (From the Domiciliary Care Assessment) that any accommodation offered meets the social compatibility needs of the learner and / or learners with whom they will live.
- 5.11 That there is capacity to accommodate learners seeking a supported living placement.

Whilst St Elizabeth's College has specialist provision in meeting a wide range of medical conditions, including epilepsy, the College welcomes applications from all applicants who will benefit from the relevant curriculum offer and specialist health support. Indeed, great importance is placed upon the ability to benefit from the placement offer in the selection process.

## **6. Transitions**

- 6.1 Any transition process which takes place must be agreed with all parties involved and with the best interest of the learner at the centre of any process which takes place.
- 6.2 The college will hold an initial review meeting after the commencement of placement with the family and outside agencies to consider and review how the placement is going. This will enable all to discuss how the learner has settled into St Elizabeth's College and highlight any issues that may have arisen during the initial period. The funding matrix and level of support will also be reviewed at this stage if necessary.
- 6.3 Further meetings will be scheduled throughout the year to review progress of the individual and to support successful transition outcomes.

## **Placement Breakdown**

In exceptional circumstances it may be necessary to bring a placement to an end. This may be, for example, due to the changing needs of the learner and a different type of provision is required, or due to a serious escalation in behaviours which deplete the College's ability to safely and effectively support the learner. Further information can be found in the Exclusions Policy.

St Elizabeth's College Admissions Policy proactively promotes the Equality Act, Care Act and Mental Capacity Act playing a key part in the assessment process.

## **Quality monitoring**

In order to monitor the effectiveness of our systems, St Elizabeth's College will undertake a quality improvement evaluation on an annual basis.

The impact of the policy will be monitored by :

- Application process, including unsuccessful applicants
- Retention and success of learners
- Appeals
- Compliments and complaints

The quality improvement of this document will be carried out by:

- Deputy Head of College
- Registered Care Manager
- Governing Body

and presented to the Governors at the first meeting following the renewal date.

The Clerk to the Governing Body will attend selection panel meetings to record proceedings and to ensure that selection criteria are followed.

## **EXTERNAL QUALITY MONITORING**

External quality monitoring of this document is carried out via inspection visits from Ofsted and Care Quality Commission in line with their inspection framework and cycles.

January 2019