



# ADMISSIONS PROCESS AND POLICY

Policy Number	New or Reviewed	Date of next Review	Responsibility
HCP051	December 2017	December 2018	Principal

*Empowering learners to shape their future*

# HORIZONS COLLEGE

## ADMISSIONS PROCESS AND POLICY

### 1. Mission Statement

- 1.1 Horizons College mission is:
- a. To provide a safe, stimulating and age appropriate learning environment.
  - b. To break down barriers towards disabled young people and vulnerable adults through meaningful community inclusion.
  - c. To support young people and vulnerable adults with special educational needs and their families on the journey to adult life.
  - d. To support and enable young people and vulnerable adults, regardless of their special educational needs to shape their future and contribute to their community.
  - e. To promote the core learning and life values of **Independence** and **Interdependence**.

### 2. Admission to the Horizons College Post 19 - 2 Year Study Programme

- 2.1 A registration of interest is made through a range of means including the Education Health and Care Plan (EH&CP) Annual review process, parent / carer enquiry etc.
- 2.2 The applicant / parent / carers make an initial visit to Horizons College to meet with the Principal and find out about the study programmes on offer (a form of interview).
- 2.3 An application form is completed and returned to the College.
- 2.4 Horizons College Transitions Team notifies the relevant named Transition Social Worker and the Education Commissioner within the relevant Local Authority (LA) that an application has been made.
- 2.5 Horizons College Transitions Team arranges a visit / link to meet the applicant and assess their needs if applicable. Profile information is gathered for applicant.
- 2.6 Transitions Plans are requested from the previous education school / place of education for learners who are not known to Uplands School or Horizons College. Assessment agreed.
- 2.7 Early December:
- a. Horizons College Admissions Panel meets to consider if the College can meet the needs of the applicant and offer a Horizons College provision and progression route.
  - b. The Panel will consider the application form, EH&CP / transitions plan and indicative costs.

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- c. A decision is made in principal.
- 2.8 The provisional decision of the Horizons College Admissions Panel will be communicated to young people / vulnerable adults, parents / carers and the LA to advise that:
- a. Horizons College can meet identified needs and offer an appropriate learning programme: A letter is sent by the Horizons College Transitions Team to young people, parents / carers and the LA advising that a place has been agreed in principal subject to LA commissioning process and funding agreement. Advise on the LA decision making process and timescale for decisions to be made by the end of February.
  - b. Horizons College cannot meet the identified needs and / or offer an appropriate learning programme - A letter is sent by Horizons College Transitions Team to young people / vulnerable adults, parents / carers and the LA advising that a place has not been agreed and the reason why.
- 2.9 Information is sent by the Horizons College Transitions Team to Planning and Commissioning Officer, Routes to Employment by end of Term 2 who will liaise and co-ordinate with Adult Social Care and Education departments. Information includes:
- a. Application Form.
  - b. EH&CP / Transitions Plan (to include the outcomes for the learner).
  - c. Details of the proposed programme and how this will meet the learners' outcomes documented in the plan and provide appropriate educational progression.
  - d. Indicative costs form identifying Cohort.
- 2.10 The Care Manager will complete a Resource Allocation System + evidence (RAS) and Supported Self-Assessment Questionnaire (SSAQ) paperwork September - January and will submit this to the Verifications Commissioning Panel.
- 2.11 The relevant Transitions Social Worker completes the necessary paperwork to process the application in order to apply for funding by end of term 2.
- 2.12 End of Term 4 - Joint Education and Adult Social Care Commissioning Panel scheduled to consider the request for placement and funding. The Care Manager notifies applicant / parents / carers of the funding decision by 31st March.
- 2.13 Profile information, EH&CP / Transition Plan is passed to the Horizons College staff.

## 3. Admission Process

- 3.1 The process for applying to Horizons College is shown in the flow chart (Appendix 1). During the application process, there are a number of stages to follow which will be clearly explained by the Transitions Co-ordinator. Young people / vulnerable adults, parents /

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carers will be invited to an open evening followed by an individual appointment at one of our open mornings. As part of the application process, learners will take part in assessment and link activities.

- 3.2 Successful application will be based on individual assessment and each case will be subject to agreement by the admissions panel consisting of members of the Horizons College Management and Governors.
- 3.3 The Education and Adult Social Care Departments of the Local LA meet to create a comprehensive funding package for Education and / or Social Care elements of the programme. The LA will consider the request for placement in line with the process for Post 16 High Needs Learners. A young person's / vulnerable adult's preference for Horizons College will be taken in to account in addition to other services that they currently receive. All decisions will be made in the context of the outcomes identified for the young person / vulnerable adult and their progression towards these. The young person's / vulnerable adult's Care Manager may discuss it with the young person / vulnerable adult and the family / carer before allocating a place at Horizons College.
- 3.4 If you require advice or support at any time during the application process please contact either the Principal of Horizons College or the Horizons College Transitions Team.

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## Appendix 1 - Horizons College Admissions Process

**Year 13 (Age 17-18)**

Horizons College, along with other LA Colleges, are invited to attend the Statutory EH&CP Annual Review (By End of Term 3)  
Young person / vulnerable adult / parent / carer completes a Registration of Interest  
Individual Visits by Appointment  
Open Mornings

**Uplands School - EH&CP Annual Review (Term 1)**

Young person / vulnerable adult / parent / carer submits completed application form to Horizons College (By end of Term 1)

Horizons College - Consideration of Provision Needs and Progression Routes (Term 2)

Horizons College Admissions Panel - Offer Agreed in Principal (By end of Term 2)

Horizons College - All information submitted by Horizons College to LA for consideration (By end of Term 2)

Horizons College and LA - Review of Year 1 / Progression to Year 2 for Continuing Learners (Term 2/3)

**Year 14 (Age 18-19)**

### Admissions Process Year 2 and Beyond

**Age 19-25)**

Horizons College – EH&CP Annual Review (By end of Term 2) request for placements to continue into next academic year – action taken from Annual Review

Horizons College – Submit completed review paperwork to LA (By end Term 3)

LA – Funding Agreement by LA Commissioners (By Term 4)

LA – Transitions Social Worker notifies learner / parent / carer of fund panel decision (By end of Term 4)

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Signed ..... Principal

Signed ..... Chair of Governors

Date .....