

Horizons College offer for Swindon Borough Council (refer to pathway diagram) has been agreed in consultation & collaboration with SENAT. The core offer is a 2 year Study Program (SP) that is designed to meet the needs of all learners regardless of disability. The 2 year SP will prepare learners, where appropriate, for the Horizons Supported Internship programme. Learners can enter directly onto the supported internship, provided they meet the criteria and have completed an assessment placement.

1. A registration of interest is made through a range of means including the Education Health and Care Plan (EH&CP) Annual review process, parental/carers enquiry etc.
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). Please refer to Appendix 1.
3. An application form is completed and returned to the College.
4. Horizons College Transitions Team notifies the relevant named Transition Social Worker and the Education Commissioner within the relevant L.A. that an application has been made.
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.
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.
7. Early December: 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. The Panel will consider the application form, EH&CP/transitions plan and indicative costs. A decision is made in principal.
8. The provisional decision of the Horizons College Admissions Panel will be communicated with young people, parents and the Local Authority to advise:
 - 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 L.A advising that a place has been agreed in principal subject to Local Authority commissioning process and funding agreement. Advise on the L.A decision making process and timescale for decisions to be made by the end of February.
 - 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, parents/carers and the L.A advising that a place has not been agreed and the reason why.
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:
 - Application Form
 - EH&CP/Transitions Plan (to include the outcomes for the learner)
 - Details of the proposed programme and how this will meet the learners outcomes documented in the transition plan and provide appropriate educational progression
 - Indicative Costs Form identifying Cohort
10. The Care Manager will complete a RAS (Resource Allocation System + evidence) and SSAQ paperwork September-January and will submit this to the Verifications Commissioning Panel
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.
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.
13. Profile information, EH&CP/Transition Plan is passed to the Horizons College staff.

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, Parents and/or 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, students will take part in assessment and link activities. Refer to flowchart (Appendix 1) for the timeline and detail of actions required to complete admission process for Swindon Borough Council learners.

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.

The Local Authority will consider the request for placement in line with the process for Post 16 High Needs Students. A young person'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 and their progression towards these. The young person's Care Manager may discuss it with the young person and the family before allocating a place at Horizons College.

The indicative costs for Swindon Borough Council (SBC) learners are described below in Horizon College finding and band table.

Horizons College Funding and Bands		
Band	Cohort	Total Funding (SBC)
A	Young People with Learning Difficulties SLD & MLD (often with additional needs)	
B	Young People with complex learning difficulties including ASC and/or Social, Communication, Interaction Difficulties (SCID) with Therapy package requirements	
C	Young People with Profound & Multiple Learning Difficulties (PMLD) requiring a full Therapy package	
LMP A	Young People with complex needs (often with ASC and/or challenging behaviour) requiring an individualised Bespoke Personalised Learning Programme (PLP)	
LMP B	Young People with complex needs (often with ASC and/or challenging behaviour) requiring an individualised Bespoke Personalised Learning Programme (PLP) Specialist 1-1 support required at all times	
LMP C	Young People with complex needs (often with ASC and/or challenging behaviour) requiring an individualised Bespoke Personalised Learning Programme (PLP) Specialist 2-1 support required	
Bespoke	Specialist support needs in excess of PLP Band C	

Appendix 1.

Pre-Entry Admissions Process (External Admission)

YEAR 13 (AGE 17-18)

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

- ✓ Uplands School - EH&CP Annual Review (Term 1)
- ✓ Young person/parent/carer submit 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)
- ✓ LA - Funding Agreement by LA Commissioners
- ✓ (By end of Term 4)

YEAR 14 (AGE 18-19)

Post-Entry Transitions Process (Internal)

- ✓ Horizons College - EH&CP Annual Review (By end of Term 2) request for placement 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 student/parent/carer of funding panel

AGE 19 (16) - 25

Direct Entry to Pathway to Employment Programme

Horizons 2 Year Study Programme

Pathway to Employment

English and Maths, ICT
Vocational Qual
Skills for Independence
Work Experience Internal
Cohort 1 & 2 — Entry 1,2,3

Personalised Learning Programme (PLP)

Bespoke Package – including Therapy
English and Maths
Skills for Independence
Work-based/Vocational Learning
Cohorts 1 & 2 – Pre-Entry only
Cohort 4 - Entry 1-3

Pathway to Life Choices

Communication
Personal Social Progress
Full Personalised Therapeutic Curriculum
Steps to Independence
Cohort 3 — Pre-Entry

Horizons 1 Year Pathway to Employment Programme

Vocational Qual.
External Work Placement
English and Maths, ICT
Employability Skills
Systematic Instruction
Career Choices
Travel Training

Cohort 1, 2 or 3
Entry 1,2,3

Destination Post Horizons College

- ✓ **Paid Employment**
- ✓ **Voluntary Employment**
- ✓ **Supported & Unsupported Employment**

- ✓ **UET Skills for Work or Living**
- ✓ **Local Supported Living**
- ✓ **Supported Therapeutic Occupation**
- ✓ **Local Day Care Package**

Personal Budget Funding (Post Education Offer)