

# ADMISSIONS POLICY

**The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 29<sup>th</sup> June 2018.**

Jay Mercer  
Chair of OHCAT Board



Darren Coghlan  
Chair of OHC Board



# Admissions Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. OHC&AT is a 'family' of providers, comprising Orchard Hill College (OHC) and Orchard Hill College Academy Trust (OHCAT), which works for mutual benefit. The OHC&AT family operates across London and the South and engages with quality improvement work nationally and internationally to benefit our pupils and students. We believe that together we can offer the very best for our pupils and students and our local communities.

OHC&AT places the development and achievement of its pupils and students at the heart of its vision and strategic direction. Improving opportunities and outcomes for our pupils and students in our local communities is at the core of all that we do. All young people deserve to leave education confident that they have developed the skills they need to achieve their ambitions, with meaningful education, work and life experiences to draw on.

OHC&AT is committed to equality of opportunity and to promoting diversity. We have a 'can do' approach to meeting the needs of all pupils and students. Expertise across OHC&AT is widely distributed and this enables us to be highly proactive when considering admissions for a wide range of children, young people and adults.

## OHC&AT PROVISION

### Academies – SEND and Mainstream

Our expertise covers a broad range of needs and abilities including, but not exclusively, pupils and students with special educational needs and disabilities (SEND). OHC&AT benefits from the sharing of best practice across different settings and places great emphasis on its working partnerships within local communities, including employers and Local Authorities. This means that we are able to be responsive to the needs of pupils and students in both mainstream and SEND provisions, including Alternative Provision, to deliver quality and high standards in both contexts.

### Academies – SEND

For pupils and students with SEND or who experience other barriers to learning, OHC&AT is committed to meeting the needs of a wide range of students who have a broad spectrum of additional learning needs, some of which will be complex and severe. Some needs will relate to specific learning difficulties, autism, mental health needs, physical and medical needs or those relating to emotional wellbeing and behaviour.

All pupils and students will typically have a 'primary need'; however, many will have a range of additional special needs that can act as a barrier to their learning and development. Our expertise provides pupils and students with the support and experiences which they require to succeed in following their life and career ambitions.

## **Orchard Hill College**

For young people and adults with a range of moderate, severe, profound and complex special needs, as well as those who have mild special needs and have not been in education, employment or training for some time (NEET), the College offers a range of differentiated programmes such as Foundation Skills for Life, Skills for Work and Living, a Workstart package comprising Into Work Experience, Into Work Enterprise and Return to Work programmes, Adult Work and Community programmes, and Apprenticeships. Each programme is tailored to the individual's need and has a focus towards independent living, voluntary employment, apprenticeships and paid employment.

## **ADMISSIONS**

Any placement within an OHC&AT provision will be as a result of careful consideration of that young person's needs, how effectively those needs can be met in that provision and whether they can be met without detriment to other pupils and students already at the provision. It is essential that each mainstream/special setting carefully manages its pupil and student intake to ensure that they are placed within a context that will most effectively support them to reach their full potential.

Decisions regarding the placement of children and young people involve a number of stakeholders, such as the view of the child or young person, parent/carer preference and the views of experts within the Academy or College. For pupils/students wishing to access SEND specialist placements, the Local Authority is responsible for commissioning the place. Some OHC&AT provisions require applicants to have a Statement of Special Educational Needs (historic) or an Education Health and Care Plan (EHCP) (see separate Admissions Procedures). For those requiring this, however, it may be necessary in exceptional circumstances to make an emergency placement. Examples of exceptional cases when it may be necessary to make an emergency placement include:

- the child or young person's medical circumstances have changed suddenly, causing a rapid and serious deterioration in their health or development, including safeguarding concerns*
- where a child or young person arriving unexpectedly in the LA exhibits such significant learning or other difficulties as would normally warrant a statement.*

In deciding whether a child or young person currently being supported in a mainstream or other setting requires admission to a specialist OHC&AT provision, the key question is whether there is convincing evidence that the individual's profile of needs have not sufficiently responded to purposeful action taken by that setting, along with the help of external support and advice. Typically the child or young person's needs will have

been supported through a high level of additional resources and will be persistent or recurring, complex and long term. Assessments are thorough and it is likely that the child or young person will be observed as part of the overall assessment process.

Post-16 places are subject to availability of funding and funding eligibility criteria as laid out in the Education & Skills Funding Agency's funding regulations – further details can be accessed via <https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

When a referral is received from the placing Local Authority the OHC&AT provision will consider the request and respond in writing. If a decision is taken not to offer a place, clear reasons will be given for that recommendation. The reasons will be expressed in terms of the needs of the child or young person, whether a place is available at the provision within the appropriate context (e.g. year group or college centre) and/or the efficient education of other young people already in situ, so that it is clear why the recommendation is made that they do not meet the published admissions criteria.

Once placement has been agreed, clear and planned transition arrangements are put in place to manage the move. These will be tailored for individual pupils and students.

## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.2
<i>Reviewer:</i>	John Prior
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	29 <sup>th</sup> June 2018
<i>Due for review:</i>	Summer 2019

## **RELATED POLICIES AND PROCEDURES**

Equality and Diversity Policy  
SEND Policy  
Admissions Procedures for Orchard Hill College and OHCAT Academies