



Motivate, Develop, Inspire

Admissions Policy

Introduction:

It is the aim of Victoria College to deliver an educational offer that is personalised to meet the needs of each student who is enrolled at the College. We look at an applicant's needs and aspirations to enable us to provide the best education and pathway for our young people.

Victoria College is governed by the various LA's admissions policies for potential students and these procedures are followed prior to the acceptance of any student.

Details available from SENAR, 1 Lancaster Circus, PO Box 16289, Birmingham B2 2RZ or online at www.birmingham.gov.uk/senar. Parents/carers of students living in other areas should contact the local SENAR Department at their Local Authority.

The offer is for a three year placement, if after this time the college has an available place, the student is making progress and the LA are willing to fund the place, there may be an extension. This would be assessed annually.

Criteria for admission to Victoria College

- Profound and multiple learning difficulties and/or Complex medical needs/physical difficulties
- All students admitted to Victoria College will be 19 to 25 years old.
- All students admitted to Victoria College will have an EHCP, ideally with Victoria College as the named preferred provider, for PMLD, complex medical needs, physical disabilities and /or multi-sensory impairments.
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Initial Enquiries and Referrals:

- The Board of Victoria College will receive formal requests for placements from the young person's Local Authority. The College will consider each case on an individual basis and will assess whether they meet the criteria for admission.
- The GB response form will indicate whether or not the College can meet the identified needs of the young person. Any agreement stating that needs can be met, is done so in principle, pending a full assessment of the young person's need.

- The agreement in principle will take into consideration the available high needs funding from the placing local authority and whether the funding is sufficient to then meet the needs of the individual based on that funding.
- Families/Carers will also complete a Victoria College application form.
- Parents/carers, prospective students, their teachers and supporting professionals are advised to and are welcome to visit the College by prior appointment at any time during the academic year or attend the regular open mornings.

The Assessment Process

- College staff will make visits to the student's current school/placement and/or family home as necessary.
- When appropriate, staff will be supported by medical colleagues and translators.
- The assessment will be used to determine further if we can meet the needs of the young person, based on the available information.
- The assessment will also be used, in conjunction with the EHCP and other written reports to determine the level of funding we believe is required to fully meet the individual's needs, based on the available information.
- Funding levels may require a review once they have taken up their placement at the College.
- Each local authority will inform the College of their placement decisions.

Transition and preparation for College

- Once admission has been agreed a transition plan is put into place, with visits to the College planned to support a smooth transition.
- Parents will receive written confirmation of the outcome of the applications.
- SENAR will inform Victoria College and the ESFA of funding.

Placement Refusal

- Victoria College reserves the right to not offer a place where we believe we cannot meet the individual needs based on the information from the EHCP and/or assessment process.
- Victoria College may also refuse a placement where the needs of an individual are such, that they are likely to have a significant negative impact on the learning of others or use of resources..

Placement Review

- In the event that Victoria College determines that we can no longer meet the individual needs of a young person, a placement review will be held to discuss the reasoning for this and discuss potential options for the future.
- If a young person ceases to engage with the service and therefore is no longer making progress, we will take all necessary steps within our range to support the young person to re-engage. If the young person is still not engaged after an agreed period of time, then a placement review will be arranged.
- If the behaviours of a young person are having an adverse effect on the learning or welfare of others, and after all reasonable behavioural support has been put in place, but has failed to resolve the concern then a placement review will be arranged.

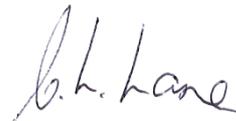
- If after having explored all reasonable options, the behaviour of any young person continues to put at risk the learning or welfare of themselves or others, Victoria reserves the right to terminate the placement.

Appeals Process

- The parent/carer of an unsuccessful applicant wishing to appeal against the refusal of a place at Victoria College must do so in writing to the Chair of the Board of Trustees. The Board of Trustees will review the decision documentation and inform the relevant people of the outcome. The decision of the Board of Trustees is final.
- Any refusal by the Local Authority/SENAR to place a young person who wishes to attend Victoria College, must be taken up with the Local Authority in question using their process.

Date accepted by Board 13.02.2020

Chair of Board



Reviewed September 16th 2021

Date for Review September 2022