



## ADMISSIONS POLICY

# Lifeworks College 'Admissions Policy'

January 2016

### Version Control

Date:	Page:	Details of Change:	Responsible Person:	Ratified by:	Date of next Review:
26/01/2016		Reformat	Sharon Jones	<b>Already ratified, no changes</b>	May 2018

### Lifeworks Policies Referenced

Policy Referenced:



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Welcome to Lifeworks College, a specialist college for young people with learning disabilities who have completed their compulsory schooling, who may have additional physical disabilities and associated medical needs,.

### **Policy Statement**

Lifeworks College works to adhere to OFSTED regulations and recommendations and to current legislation and best practice in ensuring that students achieve to the best of their abilities.

### **Aim of the Policy**

Admission is the way in which Lifeworks College handles referrals of young people, ensures that everyone is satisfied that we will be able to meet the stated need, and organise the admission in way which gives young people the best possible start with us.



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### **Policy on General Referrals and Admissions**

#### Referrals from statutory bodies

In the first instance we expect the appropriate professional to make the initial enquiry to Lifeworks College by telephone or in writing. Lifeworks College will offer relevant information/brochures for the parents/carers/guardians, and offer appointments initially for parents to visit, accompanied by their Social Worker/ CSW if they wish. A further appointment can they be made for the potential student to visit if all parties wish to proceed. An assessment of the young person will then be undertaken at Lifeworks College as part of a complete information gathering process.

#### Self-referrals

Parents/Carers can make a direct enquiry to Lifeworks College by telephone or in writing. On making an enquiry to Lifeworks College they will be asked to provide as much information as possible and give permission for the appropriate manager to obtain further information from relevant sources. Lifeworks College will then proceed as above with an assessment.

#### Introductory visits

Dates for introductory visits will be agreed to suit Lifeworks College and the family.

On their visit the young person should be accompanied by either one or both parents or their school representative.

If necessary a further visit will be arranged where the young person will spend time alone with their potential student peers.

The Teacher in Charge will then make a home visit to make a full assessment of the young person, their views and those of their parents/carers.



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### Meeting needs

Before agreeing to an admission, Lifeworks College will ensure that the needs of any young person will be met.

This whole structure of contacts and visits is to clarify the young person's and families' needs, to make all parties comfortable with what we are offering and to ensure the young person's individual needs are met and the provision we are offering is personalised.

Integral to the assessment considerations will be given to:

- Does the ethos and curriculum suit the young person?
- Is Lifeworks College equipped adequately to fulfil the young person's needs?
- Can Lifeworks College meet all the additional needs that the young person may have?
- Is the home geographically suitable for the young person and their family?

The assessment process will be person-centred, placing the individual, theirs and their parents/carers perception of their educational and future needs at the core of the assessment.

Lifeworks College will ensure that:

- Access to assessment and provision is fair and consistent without discrimination on the grounds of race, disability, gender, age, sexual orientation, religion or belief, or type of health need
- Ensure that the young person and their family and/or carers understand the assessment process, and receive advice and information to enable them to participate in informed decisions
- Assessments will take into account the complexity and intensity of interactions in the following areas:
  - behaviour
  - cognition development
  - psychological needs and well-being
  - communication
  - mobility

Lifeworks College reserves the right to decline any admission where it is assessed that the needs of the young person cannot be met.