



# Admissions Policy

<b>POLICY DOCUMENT 1</b>	
<b>Title</b>	<b>Admissions Policy</b>
<b>Approved by</b>	Board of Trustees
<b>Date approved</b>	8 <sup>th</sup> April 2024
<b>To be reviewed</b>	Every 3 years, on legislative changes or in the event of a serious incident
<b>Review history</b>	22 <sup>nd</sup> July 2021, 22 July 2021, 14 June 2018, 21 April 2017
<b>Executive director owner</b>	Chair of Trustees
<b>Where to be published (website/private)</b>	Website

## 1.0 Purpose

1.1 This document sets out the admissions policy and procedure for the Self Managed Learning College (hereafter referred to as “the College”).

1.2 The Centre for Self-Managed Learning is committed to an equalities policy and implements this in its practices. It will strictly implement all current legislation on equal rights and will not discriminate in admissions to the College on the grounds of race, religion, ethnic origin, gender, sexual orientation, faith, etc. All applicants will be treated the same as to their rights, see 12 Equality Policy.

## 2.0 Responsibilities

2.1 The College Director is responsible for the admissions process. In the absence of the College Director for any reason the Chair of Governors will take over the role temporarily.

## 3.0 Admission Criteria

3.1 The main questions asked by the Director when considering offering a place at the college are:

- Is the young person’s intention to attend voluntary? **It is for the young person to decide this not their parents/carers.**
- Is the young person committed to the principles of Self-Managed Learning? Do they understand enough of how the College works?
- Will the young person abide by the rules of the College, specifically in respecting all members of the College community?
- Is the young person likely to benefit from attending the College and will the College be the right place for them?

3.2 The College is a learning institution that is not equipped to support young people who have needs that are beyond what can be provided. It is, for instance, not a therapeutic setting. The College does not come under the provisions of what is labelled ‘Alternative Education’ by the UK Government, and it is not classified as part of the ‘Special Education’ sector. This does not preclude the admission of any individual identified as having special needs or who has an Education, Health and Care (EHC) plan, but the College is required to check that such requirements can be met within its resources or that parents/carers are making appropriate alternative arrangements.

## 4.0 Admissions Process

4.1 All applications will be reviewed by the College Director. If an application is to be progressed the applicant will be invited to attend a mandatory trial week in the College. If the young person has special needs that need to be considered, the Director should be made aware of these and all relevant documents (such as EHC plans and educational psychology reports) will be reviewed by the Director before offering the trial week.

If any previous safeguarding concerns are relevant to the wellbeing of the young person (for example concerns addressed by previous schools), the Director should be made aware of these, and all relevant documents will be reviewed by the Director before offering the trial week.

4.2 At the end of the trial week members of the College community (students, tutors, volunteers) have the opportunity to provide feedback on how the week has gone.

4.3 The College Director will collate relevant feedback and consult with the Chair of Governors, and then make the applicant an offer of a place at the college or inform the applicant that the application was not successful.

4.4 Parents/carers must complete relevant forms to the best of their knowledge for admission and pay relevant fees before the student can be admitted. As part of the enrolment process the following will be required.

- Parents/carers are to explain and assure understanding of the contents of the College principles document to the young person who wishes to attend the College.
- Parents/carers are to sign and return the college principles document.

4.5 There can be no appeal against an admissions decision.

4.6 The College will store admissions information in accordance with its Data Protection Policy.

#### **5.0 Related Policies**

- 17 Data Protection Policy
- 12 Equality Policy

#### **6.0 Review**

6.1 This policy will be reviewed as and when the legislation changes or after a significant change in operations of the Charity or a significant incident, but no less frequently than every 3 years.