**Green Corridor**

**Admissions Policy & Procedure**

**DOCUMENT CONTROL**

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| Document Number | **7.** |
| Description | This document describes our admissions policy in a fair and transparent manner. |
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**ISSUE CONTROL**

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**PRINCIPAL RELATED POLICIES & PROCEDURES**

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| **Document Title** | **Location** |
| Complaints | GC Policies & Procedures |
| Equality & Diversity | GC Policies & Procedures |

**CONFIRMATION OF RECEIPT OF POLICY & PROCEDURE**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Line Manager |  |

I confirm I have received a copy of this policy and procedure and have read and understood the contents. I also confirm I have sought clarification from my line manager on any issues which I am not clear about.

Signed:

Date:

Please return this signed copy to your individual Polices and Procedures folder for future reference.

**Function/Aim:**

Green Corridor is a Section 41 specialist Post 16 Education provider catering for young people between the ages of 16-25. Young people have a range of needs, including those with mild to moderate special educational needs and learning difficulties. Green Corridor provides the best quality of education and care for vulnerable young people and adults through vibrant bespoke learning pathways, which enhances their future employability and nurtures outstanding personal development.

Green Corridor’s site and flexible learning zones are accessible for wheelchair users and are all on one level.

**Size and staffing:**

Green Corridor currently has capacity for 36 young people on Educational Health Care Plans.

Staffing levels are enhanced so that pupils are usually taught in learning groups of up to 8 with a teacher and an appropriate number of additional support workers to meet the needs of those individual learners requiring more intensive support.

Green Corridor receives advice from a range of professionals in order to meet the needs of the learners as assessed by the appropriate professionals*.*

**Funding:**

Learners at Green Corridor are funded on a place led basis by the Local Authority (LA) responsible for the learner.

**Criteria for placement:**

All learners have an Education Health and Care Plan (EHCP). In exceptional circumstances learners may be under assessment for an EHCP. Exceptional circumstances include those newly arrived into the country or those with an acquired brain injury but this would need to be agreed in writing by the CEO.

The learners identified needs will be mild to moderate in the area of cognition and learning (severe learning difficulties or profound and multiple learning difficulties) as described in the SEN Code of Practice. The learners may also have associated needs in the areas of behavioural, emotional and social difficulties and communication and interaction (autistic spectrum disorder and/or speech and language difficulties). In addition, learners may have sensory or physical difficulties.

**Referral routes:**

Learners may be considered for placements:

* Following a Statutory Education, Health and Care Needs Assessment which identifies Green Corridor as an appropriate provision within an Education Health and Care Plan
* Following an Annual Review which identifies Green Corridor as an appropriate provision within an Education Health and Care Plan
* On arrival into the LA having previously attended a specialist provision or special school
* Following a parental request with supporting professional advice
* In exceptional circumstances e.g. sudden trauma, permanent exclusion
* Following a request from another LA
* At the request of a young person over the age of 18.

**Evidence to support the need of a specialist education provider place:**

There will be evidence from a range of agencies that a specialist post-16 placement is appropriate. This will include an educational psychologist’s opinion where possible.

The views of the parent/carer and the young person will also be considered. Young people will be placed at the Green Corridor in accordance with parental wishes provided that the placement is suitable to the young person’s age, ability and special educational needs and placement of the young person is compatible with the efficient education of the other learners and is considered to be an efficient use of resources.

**Prioritising placements:**

If there are more Learners who meet the criteria than available places the following will be taken into account when prioritising placements:

* + The current educational placement is no longer successfully meeting the young person’s needs
	+ They are a looked after child
	+ The needs of the young person are most appropriate to the support offered by Green Corridor

**Admissions procedures:**

Once a Local Authority (LA) has decided that the referral is appropriate the Head of Centre will be consulted at either a monthly referral meeting or by the sending of individual papers about the potential learner. Upon the receipt of papers, the Head of Centre will have 15 working days to consider the admission. When the admission(s) is agreed the LA will formalise this by notifying parents and the learners current place of study where relevant, so that admission arrangements can be made and a start date can be agreed.

**Transport:**

Some Green Corridor Learners may be entitled to home to school transport in accordance with their local authorities’ transport policy. This may involve specialist transport arrangements for some students with complex medical needs. Green Corridor will support a young person where appropriate to travel independently. We use travel training and travel buddies where necessary.