



**KITE COLLEGE**

Kent Inclusive Technical Education

# **LEARNER ADMISSIONS POLICY**

Putting the education, training and aspirations of learners foremost

Policy Reference : KC LI005

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## INTRODUCTION

KITE College is an Independent Specialist Provider (ISP), that provides specialist education and care for young people aged 16-25 with mild to complex learning difficulties including Social, Emotional and Mental Health (SEMH) who require a significant level of support beyond that which can normally be accommodated within a mainstream FE college.

KITE College may refuse admission to an applicant who has previously been excluded from this college or any other educational institution due to unacceptable behaviour, poor attendance and/or failure to complete their programme studies.

The college will only refuse an applicant admission if they feel they are unable to provide a satisfactory risk assessment and/or feel the applicant has made no progress from the previous exclusion. The College has a duty of care to all its learners and staff and therefore, reserves the right to refuse an applicant where there is evidence that they could be a danger to themselves or to others, thereby safeguarding the College community.

All applicants who apply to study at KITE College will receive information, advice and guidance to help them decide what is the most appropriate programme of study that best suits their needs.

The college will provide appropriate feedback to all applicants and decisions will be recorded and responded to.

## ELIGIBILITY

Because of the KITE College specialist status, students are only eligible for a place if they have a recognised learning difficulty and/or disability through an Educational Health Care Plan (EHCP) and who require Entry 1 to Level 2 programmes and have identified learning goals and aspirations that can be met through attendance at the college.

Applications are open to all young people aged 16-25 with a wide range of learning difficulties/disabilities which include moderate/severe/profound learning difficulties and/or disabilities, as well as those with additional requirements relating to autistic spectrum disorders, challenging behaviour, visual and hearing impairments and SEMH as well as other mental health issues.

All places are subject to availability of funding and funding eligibility criteria. Parents/carers and their representatives, and agencies acting on behalf of individuals may also purchase places on a fee-paying basis, subject to the criteria set out in this policy.

## GENERAL CRITERIA

Places are offered in accordance with the following criteria provided that the College has been sent the necessary pre-assessment documentation and that the places available match the individual support needs of the student, for example regarding compatibility within the groups.

Unless there are exceptional circumstances applications will only be considered if they have been accepted in time to allow full assessment prior to the start of the course.

Before offering a place consideration will be given to the order in which applications have been made, availability of a suitable place to meet the individual needs (including for personal care and management of challenging behaviour) and proximity of the nearest College centre or satellite.

Applications for a place at the College that are accepted after the allocated number of places have been filled may be offered a place during the course of the academic year should a place become available.

Learners attending the college will have a statement of SEN or an Education, Health Care Plan. They will require consistent personalised learning programmes every day of the academic week in order to achieve their full potential.

KITE College will provide small classes and peer group to support both learning and social and emotional development in a nurturing environment.

The college is suitable to the learner's age, ability, aptitude and special educational needs.

Placements being offered will be compatible with the safety of other students as well as themselves and college staff, including the fragile and vulnerable nature of the learners that it is not a suitable placement whose behaviour is challenging and unpredictable.

Both Learner and Parents have expressed a preference for KITE College.

Admission to the college is not incompatible with the efficient education and efficient use of resources including specialist staff.

Learners being referred to KITE College will have had a full and thorough assessment of needs carried out by the college with input from external agencies such as EPS, CAMHS.

Courses are available to offer as a choice of interest to the learner.

## ADMISSIONS PROCEDURE

All applications received by KITE College will be date stamped and will be logged onto the college's Student Information System (SIS).

Applicants will be sent a letter of acknowledgement within 10 working days.

Applicants who have declared they have a Learning Difficulty and/or Disability (LDD), a request for further information from the school's Special Education Needs Co-Ordinator (SENCo) may be requested in which to help at the interview/assessment.

All applicants will be invited for interview and/or assessment within 4 weeks from their initial application. During their time at interview, assessments may include a practical taster/assessment and a Maths and English assessment.

During the interview/assessment, the interviewer will explain all the course options that are available that match the applicant's interest. It is at the interview stage that applicants can discuss their options before making a decision.

Applicants who miss an interview/assessment will automatically be re-invited for another interview/assessment on the nearest available date.

KITE College will take the assumption that applicants who fail to attend two interview/assessments are no longer interested in a place at the college.

A letter of confirmation of offer will be posted within ten working days from the interview/assessment day.

Applicants will be given three weeks to accept/decline a place on the course offered to them and failure to reply or notify the college may result in the place being offered to another applicant.

Where courses become full, applicants may be given the following options.

1. To be placed on a waiting list
2. Meet with our Careers Guidance Adviser to consider other available courses
3. To attend an interview/assessment for an alternative course.

When applicants are unsuccessful in meeting their first choice programme they will be given the option of an alternative course interview or a careers guidance interview.

It is the responsibility of the person interviewing the applicant to provide the outcome and feedback to the applicant. Applicants will be kept informed and up-dated of the process at each stage.

## FLOWCHART OF ADMISSIONS PROCESS

