Aspris College North Wales

Local Procedure Title	**Admissions**
Service	**Aspris College North Wales**
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Local Procedure Author(s)	Carla Owen
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Introduction

Aspris College North Wales s an independent, specialist college for young people aged 16 to 25 years with additional learning needs and learners who experience barriers to their learning as a result of social, emotional, cognitive and communication differences. We offer further education as a term-time only day college.

At Aspris College North Wales we work with professionals, parents and carers who will make an initial referral to our service. The details of the student and the referrer are taken in full as an 'initial enquiry' and recorded on our online database by a senior member of staff.

Aspris Children's Services recognises that each student has unique educational, emotional, social and physical needs, College will offer a flexible approach to admission based on a comprehensive assessment of each student's needs. College recognises that it is in the best interest.

Each young person wishing to attend Aspris College North Wales should receive care and education appropriate to the needs and aims of their placement through ensuring:

- Effective information gathering prior placement
- Effective preparation of colleagues to ensure needs are met
- Effective early transition intervention.
- This will ensure safe and successful placement to reduce the risk of placements breaking down.

Considerations

- Aspris College North Wales consider all applications regardless of age, race, gender, beliefs, disability, care needs, medication needs as long as YP are willing to engage with curriculum and all YP can be kept safe.
- College to make sure they gather all appropriate paperwork to consider placement.
- College to offer waiting list if College if full
- College to offer bespoke timetable to make the YP feel comfortable
- College to make sure they can offer a suitable environment for YP
- College to provide a suitable education pathway to YP
- SMT to work with LA, attending any reviews required

Initial referral process

Referral received by Local authority, professionals, parents or central.

- Referral sent to reginal Referrals coordinator
- Regional referrals coordinator will enter details on database
- Papers requested from professionals and caregivers.
- Lead at College will assess IDP or EHCP plan, if we believe we can meet need we will inform the Local Authority that based off the paperwork we can provisionally meet need.
- Notify LA that College will communicate with parents regarding arranging a visit.
- Visit is arranged with parents.

Next stage of referral process.

- Initial visit of the college will include tour of the college, chance to speak with staff, any questions from parents.
- Assessment will then be offered to the young person.
- Book a suitable time for assessment.
- Assessment will consist of spending time with our education team and transition manager including, undertaking maths and English initial assessments and or variety of planned activities for the YP to complete in order for the college to distinguish which level the YP is working towards.
- If necessary, therapy assessment to be booked in with the YP.
- If necessary YP to complete assessments with Speech and Language therapist and or Occupational Therapists.

Final stage of referral process

- College will gather all information received and completed with YP and decide if we can meet need
- Inform LA of the outcome
- College will send all relevant paperwork to LA to apply for funding.
- Transition manager to work with parents to plan a suitable transition plan for the YP.
- Induction days will be planned for the YP before the start College.
- Information will be sent to parents regarding information of the College, students' days, student handbook and letters.

Transition Process

YP with ALN can find change very difficult and are often unable to visualise what life might be like in the future. Transition from children to adult services is a particularly traumatic time for young people with autism and is often associated with high levels of anxiety" (NAS 2013)
At College we are mindful of the distress that transition may cause to our potential students and existing students. Our transition manager will work with parents, carers and professionals to make the transition to our college a success for the student.
Transition Manager will:

- Liaise with the families and professionals
- Create a working plan for person centred transition
- Quickly identify any potential additional support that the student needs
- Account for the individual difficulties of the student
- Keep College management informed of students' progress.
- Identify barriers to learning with SaLT and other professionals/caregivers.
- Create a pen portrait of the student for staff based on initial assessment and plans
- Help to support the student during the first few weeks of college
- Act as an information point for professionals and caregivers throughout the process of transition in and out of College.

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Documents
Aspris College North Wales will be writing documentation regarding the YP. The minimum documentation to be completed at the point of admission is as follows: (a) Pen Portrait (ACS Form: 11C) (b) Assessment of Support Needs (ACS Form: 11G) (c) Individual Risk Assessment (ACS Form: 13B) (d) Running Away/Missing Risk Assessment (ACS Form: 6) (e) Individual Behaviour Support Plan (Local documentation) (f) Inventory of personal possessions (Local documentation)
Offer of placement and application for funding
Following on from a formal offer being confirmed, levels of support and staffing requirements will then be identified, and a funding application will be developed. College will complete an Initial assessment of the YP and complete a funding application which will then be sent to either the LA or Careers Wales who will then send over to Welsh Government. The majority of students starts the College experience in the beginning of September, but as admissions also happen through the year start dates can occur at any time, this is also dependant on agreement with the funder. Once funding is agreed parents/carers and the College will be informed by LA or Careers Wales. Transition will still be ongoing with the YP and College is contactable by the parents if they have any queries.

Contents Checklist (Local Services may add additional items – this is a core list)			
Responsibilities		Health arrangements	
Admissions Impact Risk Assessment		Legal arrangements	
Risk Assessment		Welcome and familiarisation processes	
Admissions information		Induction and integration processes	
Documentation completion, access and storage		Monitoring arrangements	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions