

<b>Local Procedure Title</b>	Admissions
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**Introduction**

Aspris College South Wales is an independent, specialist co-educational college for young people aged 16 to 25 years with Asperger Syndrome, autistic spectrum conditions and associated conditions. The college works in partnership with Coleg Gwent, the largest further education college in Wales, to meet the academic, social and emotional needs of our young people. We are a term time day only college. Initial referral came from professionals, parents and carers.

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. Aspris College South Wales provides a safe and supportive learning environment where our young people can explore their own experience of Asperger Syndrome and develop strategies for managing their condition as part of their lives. We wish to enable young people to develop the confidence and skills they need for the next stage of their journey. With a dedicated team of staff, we aim to provide every young person with an individually tailored programme of education, care, work experience, leisure and life skills and training within the community, to enable them to live as independently as possible and make their own life choices.

College recognises that it is in the best interest of each young person wishing to attend Aspris College South Wales that they 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 that the placement has the best possible outcome.

**Considerations**

- Aspris College South Wales will consider all applications regardless of age, race, gender, beliefs, disability, care needs and medication needs as long as the young person is will to engage with their bespoke curriculum and can be kept safe
- College to make sure they gather all appropriate paperwork to consider placement
- College to offer bespoke timetables when required
- College to provide a suitable education pathway
- SMT to work with Local authorities to attend any reviews required

**Initial Referral Process**

- Referral received from Local Authority, professionals, parents or central.
- Referral sent to reginal Referrals Coordinator to enter details on database
  - Relevant information 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
  - Notify LA that College will communicate with parents to arrange a visit.

**Next Stage**

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<ul style="list-style-type: none"><li>• Initial visit of the college will include tour a chance to speak with staff, any questions from parents.</li><li>• Assessment will be arranged for the young person with the therapy team/application forms to be completed</li><li>• Assessment will consist of spending time with our education team and transition manager. BKS assessments and time spent with the senior tutor in a classroom environment.</li></ul>
<b>Final Stage</b>
<ul style="list-style-type: none"><li>• College will gather all information received and completed and decide if we can meet need</li><li>• Inform LA of the outcome</li><li>• College will send all relevant paperwork to LA to apply for funding</li><li>• Transition manager/education team to work with parents to plan a suitable transition plan</li><li>• Induction days will be planned for the young person before the start College</li><li>• Acceptance letters will be sent to parents to confirm placement.</li></ul>
<b>Transition Process</b>
<p>Young people 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.</p> <p>Transition Manager will:</p> <ul style="list-style-type: none"><li>• Liaise with the families and professionals</li><li>• Create a working plan for person centred transition</li><li>• Quickly identify any potential additional support that the student needs and account for the individual difficulties of the student</li><li>• Keep SMT informed of students’ progress and liase with the education team to identify any barriers to learning</li><li>• Create a transition plan to include pen portraits (Welsh Government No 179/2015) of the young person based on initial assessment and plans</li><li>• Help to support the student during the first few weeks of college</li><li>• Act as an information point for professionals and caregivers throughout the process of transition in and out of college.</li></ul>
<b>Documents</b>
<p>Aspris College South Wales will be writing documentation regarding the young person. The minimum documentation to be completed at the point of admission is as follows:</p> <ul style="list-style-type: none"><li>(a) Pen Portrait (ACS Form: 11C)</li><li>(b) Assessment of Support Needs (ACS Form: 11G)</li><li>(c) Individual Risk Assessment (ACS Form: 13B)</li><li>(d) Running Away/Missing Risk Assessment (ACS Form: 6)</li><li>(e) Individual Behaviour Support Plan (Local documentation)</li></ul>
<b>Offer of placement and application for funding</b>
<p>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 young person and complete a funding application which will then be sent to the Local Authority.</p> <p>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 Local Authority.</p>

## Aspris College South Wales

Contents Checklist (Homes may add additional items – this is a core list)			
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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