



The Westminster  
Specialist College

# Admissions Policy

## 2021/2022

Approved by Board of Governors on:	
Signed by Chair of Governors:	
Head of College:	
Lead Personnel:	
Date of Review:	

## The Westminster Specialist College

### 1. Introduction

- 1.1 It is the aim of The Westminster Specialist College to deliver an educational offer that is tailored to fully meet the holistic needs of each individual learner who successfully gains a place at The Westminster Specialist College.

The Westminster Specialist College has an inclusive admissions approach to meeting needs of individuals wishing to further their education with us whose trajectory into employment is an achievable and who's primary diagnosis is Moderate Learning Difficulties.

- 1.2 The purpose of the college is to provide the step-stones to support learners into employment through Work Experience Placements, Support Internships, Traineeships and Inclusive Apprenticeships.
- 1.3 The college provides a holistic curriculum based around the Preparation for Adulthood themes of:
- 1.3.1 Healthy Body and Healthy Mind
  - 1.3.2 Employability and Work
  - 1.3.3 Independent Life and Living
  - 1.3.4 Community Inclusion
- 1.4 Discrete Maths and English Programmes will also form the basis of their study programmes. This may be a mandatory requirement for some learners in order to fulfil ESFA funding agreements.
- 1.5 The approach of The Westminster Specialist College towards allocating places involves ascertaining an applicant's individual needs and aspirations to ensure that we can provide the best educational service to meet our learner's requirements and match them appropriately to our study programmes.
- 1.6 The Westminster Specialist College is fully committed to Equality, Diversity and Inclusion of all learners and staff.

### 2. Initial Enquiries and Referrals

- 2.1 Initial enquiries and referrals are accepted from individuals as well as from the Local Authority.
- 2.2 An appointment will be made for the young person, parents or carers to visit the college.
- 2.3 The learner and parents or carers complete an application form if they decide the college is a suitable option. This should be discussed as part of the young person's Annual Review.
- 2.4 Parents/carers should make their local authority aware that they wish The Westminster Specialist College to be consulted in accordance with the Code of Practice.

### 3. Referrals Process

## The Westminster Specialist College

- 3.1 Referrals can be made in two ways. Either a self-referral or a referral through the Local Authority.
- 3.2 All referrals must be accompanied by the young person's current EHCP , the most recent annual review and up to date professionals reports where appropriate.
- 3.3 Any referral must also be accompanied with the TWSC Application Form.
- 3.4 Once a referral has been received, senior leaders will liaise with the learners current educational provision, parents/carers and the young person to identify whether the college would be a suitable placement.
- 3.5 TWSC Response Form will indicate whether or not the college can meet the identified needs of the young person. Any agreement stating that needs can be met, is done so in principle pending a full assessment of the young person's needs.
- 3.6 The agreement in principle will take into consideration the available high needs funding from the placing Local Authority and whether or not the funding is sufficient to then meet the identified needs of the individual based on that funding.

### 4. The Placement Assessment

- 4.1 The Placement Assessment will be conducted by a member of the College SLT and will take place at the young person's current placement or at their home. This assessment is based purely on the knowledge of the young person by people who know them well and where appropriate will include the views of the young person themselves.
- 4.2 The placement assessment will be used to determine if the college believes it is able to meet the young person's needs, based on the presenting information whilst also considering the Curriculum and Study Programme offering.
- 4.3 As part of the assessment process, taster days may also be used to make an informed decision about placement suitability.

### 5. Funding Arrangements

- 5.1 The Westminster Specialist College accepts referrals from any Local Authority within the West Midlands.

### 6. Preparation for College

- 6.1 Once a placement has been confirmed, a transition process will be agreed. This will take place in the predominantly Summer term prior to starting full time at the college. However in-year referrals can be facilitated if the college has adequate capacity.
- 6.2 A welcome pack will be sent out to the young person or their representative detailing the transition plan and all relevant contact details/forms/consents.
- 6.3 An induction programme will take place during the first two weeks of the young person starting their course.

### 7. Initial Assessment Review

## The Westminster Specialist College

- 7.1 An initial assessment review will take place during the first term of the placement commencing. This will be an informal meeting to discuss how the young person has settled and to gain their voice. "Voice and Choice" is at the heart of everything we do and gaining their opinion is central to this.
- 7.2 A statutory EHCP review will take place in the Spring term of the young persons first year at the college.

### 8. Placement Refusal

- 8.1 The Westminster Specialist College reserves the right to not offer a place where we believe that we cannot meet the needs of any one individual based on current information presented in the EHCP, and /or as part of our assessment process.
- 8.2 The Westminster Specialist College also reserves the right to refuse or delay entry to the school on groups of operational capacity.

### 9. Placement Review

- 9.1 In the event The Westminster Specialist College determines that it can no longer meet the needs of a young person, a placement review will be called to discuss the reasoning for this and potential options going forward.
- 9.2 If a young person ceases to engage with the service and therefore is no longer making progress, we will take all necessary steps within our power to support the young person to re-engage. If the young person is still not engaged after an agreed period of time, then a placement review will be called.
- 9.3 If the behaviours of a young person are having an adverse effect to their learning or the learning and welfare of others, and after all reasonable behavioural support has been put in place, a placement review will be called. The college SLT reserve the right to temporarily suspend any young person where their behaviours are adversely affecting the learning or welfare of others, pending a placement review meeting.
- 9.4 If after having explored all reasonable options, the behaviour of any young person continues to put at risk the learning or welfare of themselves or others, The Westminster Specialist College reserves the right to review the placement, with termination as a possible outcome.
- 9.5 In the event where it is identified for specific reasons that a young person requires additional funding in order for the placement to continue, any agreed action plan will not be put in place until this funding had been agreed by the responsible Local Authority.

### 10. Appeals Process

- 10.1 Any parent of/or an unsuccessful applicant wishing to appeal against a place not being granted at The Westminster Specialist College, must do so in writing to the Chair of the Board of Trustees. The Board of Trustees will review the decision documentation and inform relevant people of the outcome. The decision of the Board of Trustees is final.

## **The Westminster Specialist College**

- 10.2 Any refusal by the Local Authority place to a young person with us who wishes to attend The Westminster Specialist College, must be taken up using the relevant Local Authority Appeals Process. The contact details for SENDIAS will be provided to the parent/carer.

