

Initial Assessment Policy

Sept 2021

Version 2

1. Scope

This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

2. Enrolment

Following direct referrals from families, schools, local authorities, or open days/evenings, potential students will complete an enrolment and eligibility form; The enrolment form will include the following areas:

- Personal details including SEN and/or physical needs
- Qualifications achieved
- Equal opportunity monitoring
- Eligibility

3. Administration to Complete

On receipt of the enrolment form, the potential student will be given a reserved place subject to eligibility.

- Meeting the Eligibility criteria for the course
- Providing the correct ID

The reserved place and conditions will be stated in a letter to the potential student within 10 working days of receipt of the enrolment form.

4. Induction

The course induction will take place on the first half term of their course.

Each student will be subject to an induction / initial assessment period, the purpose of which is to establish and/or consolidate subject baselines ensure that the student is on the correct course and that they receive the personalised support that is required. The initial assessment will allow the teacher to complete the students Individual Learning Plan and to assess the students for any additional learning needs.

5. Monitoring and Review

The effectiveness of this policy will be reviewed annually.

Impact of non-compliance:

Staff:	Disciplinary action
Student:	Not Applicable
Legislation/organisational:	Reputational damage, statutory and non-regulated compliance.
Compliance lead:	Head/ Director of College
Policy Reference:	ELCO-POL-OPR-020
Version:	2
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	No

Approval

Prepared by Karl Wane 01/09/2021  Director of College Post 16 Education	Approved by Tony Brown 01/09/2021  CEO	Counter Signatory Scott Roberts (Assoc. CIPD) 01/09/2021  Head of corporate Services
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Version Control

Version	Date	Revision	Review Date
1	01/09/2020	First Issue	31/08/2021
2	01/09/2021	Policy reviewed	31/08/2022
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