Admissions Policy

Expanse Learning College

October 2022

Author:	Karl Wane	Version	5	Review Date:	Oct-2023

1. Scope

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

2. Student Numbers

The College is registered with the Department of Education and provides places for up to 90 students, across our college sites, Leigh and Wigan.

Admission Criteria

- Students will be aged between 16 and 24 years.
- All students will have an Education, Health Care Plan (EHCP)
- The plan will specify that the student has SEND, social, emotional, and mental health issues (SEMH)/ASD difficulties and behaviours, which may be deemed challenging.
- Students may have specific or generalised learning difficulties.
- There could be circumstances in which a student is admitted for a formal assessment by the LA.

3. Admissions Process

Applications to transition to the College can be made by students, parents, carers, other services. After reviewing initial applications or requests and based on the information provided, if the College believes that the student meets the admission criteria, arrangements will be made for the parents/carers and student to visit the College. The visit will include a tour of the College and a meeting at which the College policies and curriculum are discussed, and taster sessions planned if relevant, with visitors given the opportunity to ask questions. If, following the visit, it is agreed that the student's needs can be met and that they are committed to securing a placement at the College, arrangements will be made for admission. (In order for a student to be admitted to the College, their place will need to be formally commissioned and costs agreed by their Local Authority (LA).

The LA will:

- Confirm acceptance of the offer of placement.
- Attend Annual Review Meetings.

The College will provide each student:

- An individualised study programme
- A safe environment in which to develop skills, knowledge, and behaviour.

The College will provide each parent/carer:

- Details of Expanse Learning Group.
- A College Prospectus.

4. Dress code

The College aim is to prepare our students for all aspects of life as they transition into adulthood and independence. We value individuality and do not have a formal dress code but have the expectation that students recognise that appropriate dress, along with basic etiquette, are common requirements whilst within the College and/or other external settings.

Guidelines:

- No see-through clothing or strapless tops including sheer leggings
- No visible underwear/swimwear
- Shorts / Skirts to be minimum fingertip length
- No deliberately ripped or torn garments
- No clothing with offensive / inappropriate slogans or images
- No hoods up or hats during sessions within college or on employer placement

Students found to be inappropriately dressed will be challenged by College staff and will be expected to comply or with any instructions to rectify their dress and develop their knowledge and behaviour in recognising that appropriate dress, along with basic etiquette, are common requirements whilst within the College and/or other external settings.

5. Monitoring arrangements

This policy will be reviewed by senior management team every 12 months.

Impact of non-compliance:

Staff:	Disciplinary action
Student:	NA
Legislation/organisational:	Reputational damage, statutory and non-regulated compliance
Compliance lead:	Head of Education
Policy Reference:	ELCO-POL-OPER-0001
Version:	5
Agreed policy location:	DatabridgeMIS
Review Schedule:	12 Months
Does the policy require Governor approval?	No

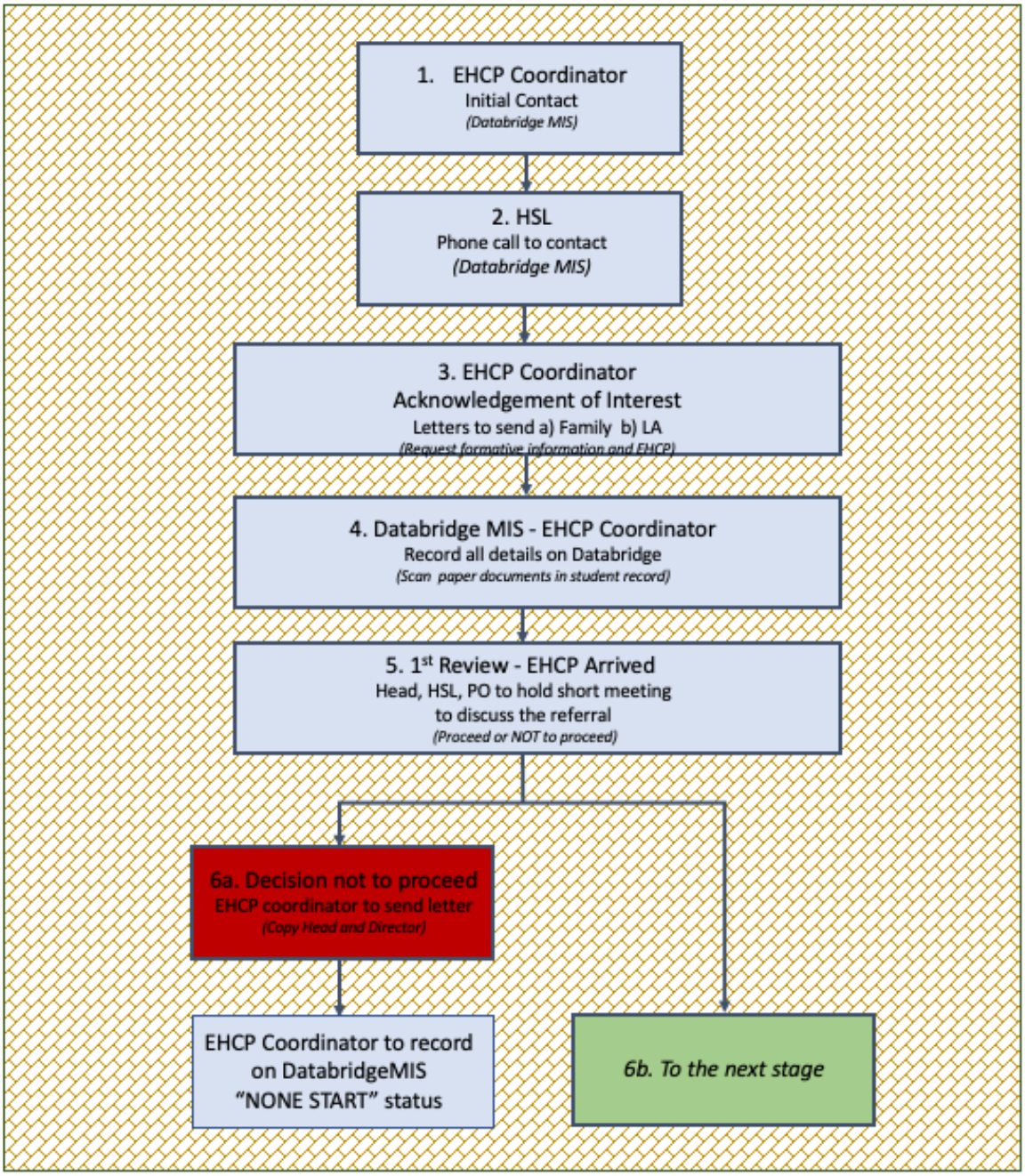
Approval

Prepared by	***Approved by***	***Counter Signatory***
Scott Roberts (Assoc. CIPD)	Tony Brown	Karl Wane
20/10/2022	20/10/2022	20/10/2022
Head of Shared Services	CEO	Director of Post 16 Education

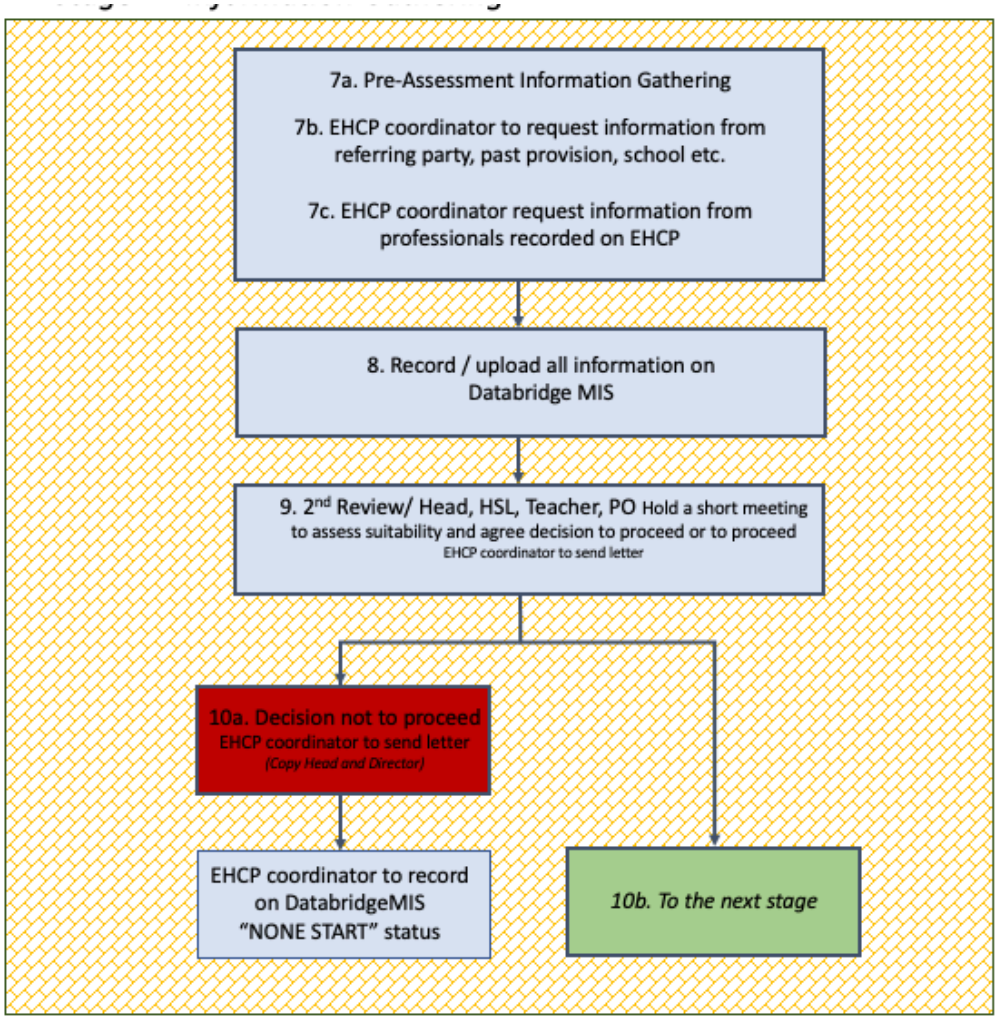
Version Control

Version	***Date***	***Revision***	***Review Date***
1	22/06/2018	First Issue	21/06/2019
2	04/02/2019	Transferred onto the new policy template	21/06/2019
3	01/09/2019	Policy review and transferred to new template	31/08/2020
4	01/09/2020	Reviewed	31/08/2021
5	01/09/2021	Reviewed	31/08/2022
6	20/10/2022	Policy Reviewed	19/10/2023

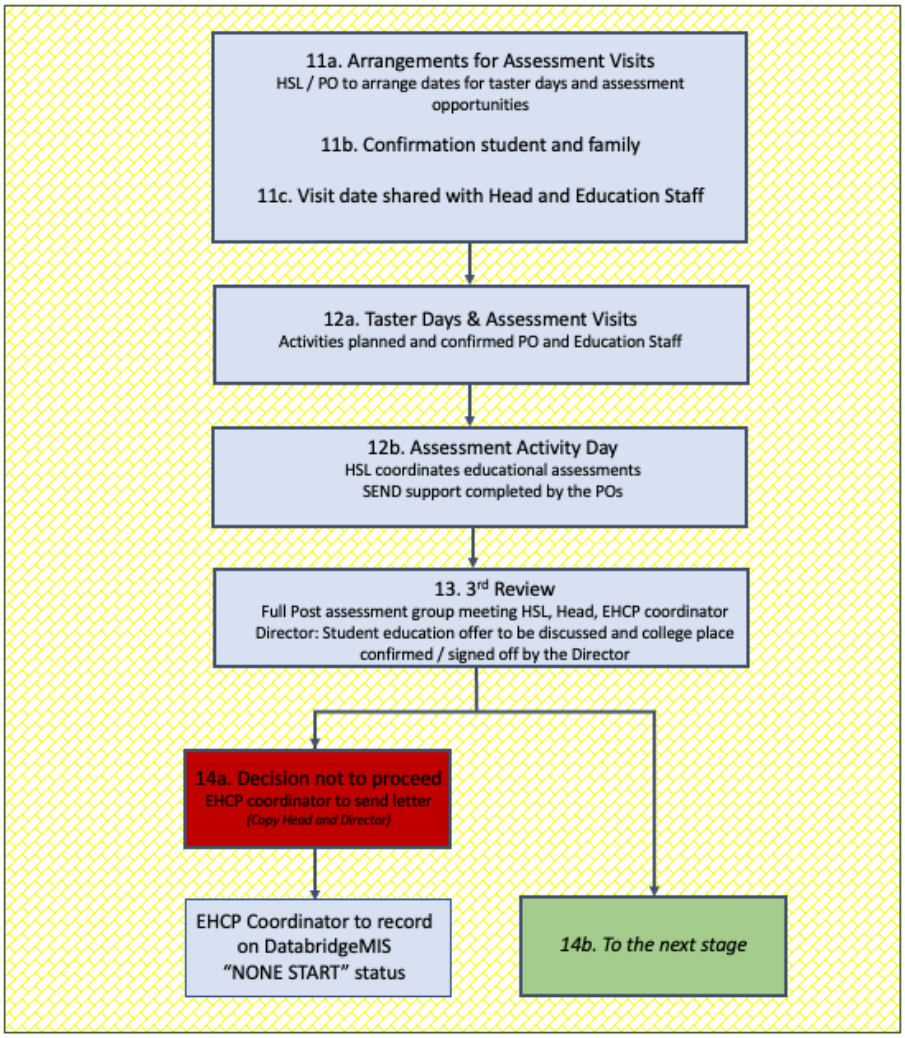
Appendix 1 – Stage 1 Admissions



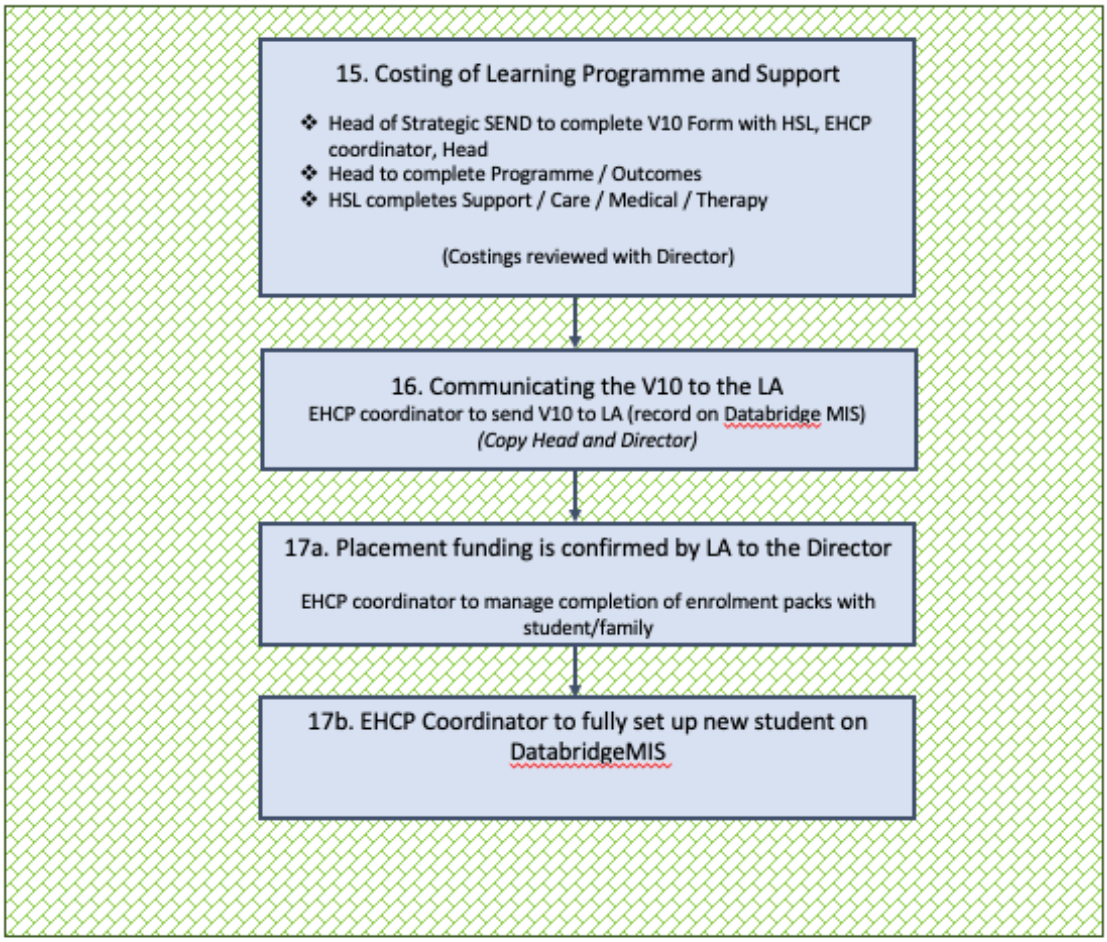
Appendix 2 – Stage 2 - Information Gathering



Appendix 3 – Stage 3 – Assessment



Appendix 4 – Stage 4 – Admissions



Notes (Individuals in the Team)

EHCP coordinator
Head of College
Head of Learning Support
Head of Send Strategy
Pastoral Officer
Teacher
Director