

## Admissions Policy Aurora Foxes

<b>Policy Reference:</b>	<i>FOX2</i>
<b>Version Number:</b>	<i>4</i>
<b>Applies to:</b>	<i>Aurora Foxes All course applicants</i>
<b>Associated documents:</b>	<i>Complaints Policy Adult Safeguarding Policy Child Protection and Safeguarding Policy Data Protection Policy</i>
<b>Approved by:</b>	<i>Principal</i>
<b>Implementation date:</b>	<i>September 2023</i>
<b>Next review due by:</b>	<i>September 2024</i>
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

## 1. Aims

It is the aim of Aurora Foxes admissions process to match each applicant's interests and/or career aspirations with a suitable study programme on which they are likely to succeed.

Aurora Foxes provides places for up to 85 (Residential) and 6 (Day) students aged 16-25. Aurora Foxes follows a process adapted where required to meet the needs of the young person, their families and funding authorities.

The college caters for young people with additional learning needs including ASD, ADHD and MLD.

## 2. Scope

Aurora Foxes is committed to the provision of a high quality service from initial enquiry through to enrolment by providing appropriate information, advice and guidance at each stage of the process whilst reserving the right to make individual judgements on a person's suitability for a course of study.

## 3. Roles and responsibilities

### 3.1 The Site Lead in conjunction with the Admissions and Transition Manager will:

3.1.1 Ensure this policy is implemented and followed when making judgements on a person's suitability for a course of study.

## 4. Definitions

- 4.1 – EHCP – Education, Health and Care Plan
- 4.2 – ASD – Autistic Spectrum Disorder
- 4.3 – ADHD – Attention Deficit Hyperactivity Disorder
- 4.4 – MLD – Moderate Learning Difficulties
- 4.5 – Working day is defined as Monday to Friday

## 5. Policy Statement

Aurora Foxes is committed to offering a high quality admissions service to ensure that applicants are offered education appropriate to their needs.

## 6. Key principles

Aurora Foxes will ensure that no applicant is treated less favourably than others and will not be disadvantaged as a result of belief, religion, age, gender, sexual orientation, disability, ethnicity or social background.

Aurora Foxes will confirm the identity of students enrolling to confirm their entitlement to funding and their right to study in the United Kingdom.

The admissions process provides opportunities to identify and respond to the careers education information, advice & guidance and additional support needs of the applicant and builds on previous learning, experience and qualifications achieved.

## 7. The process for residential and day provision

### 7.1 Attend an Open Day:

Aurora Foxes open day will include a tour of the college and a presentation delivered by the admissions team. Applicants and their parents and/or carers will have the opportunity to ask any questions they may have and will be given information about the nature of service provided at Aurora Foxes, the curriculum, therapeutic input as well as wider discussions about the ethos and vision of the college. This however, is not a mandatory part of the process.

### 7.2 Application Processing and Entry Requirements:

All applications are reviewed upon receipt to ensure the applicant is applying for the most appropriate level course (based on the qualifications achieved or predicted as submitted by the applicant)

Where the applicant does not have the essential entry requirements, alternative advice is given to enable the applicant to access suitable learning with a view to progression to the student's first choice.

### 7.3 Initial Assessment:

If, after reviewing the information provided, Aurora Foxes believes that it can meet the applicants needs as outlined in their EHCP and application then arrangements will be made for the applicant to visit Aurora Foxes to attend an assessment.

Initial assessments take the form of:

- English and maths assessments
- Vocational training activities
- Community access assessment
- Personal care requirements (if appropriate)
- Speech and Language & Occupational Therapy assessments

Aurora Foxes initial assessment process is designed to enable staff to get to know the applicant, assess their needs, plan their programmes of learning, and confirm that Aurora Foxes is able to meet the needs of the applicant.

### 7.4 Decision:

If, following initial assessment, Aurora Foxes are confident that the applicants needs can be met and the applicant and their parent / carers are happy to proceed, arrangements will be

made to make a formal offer and conversations will begin with the funding authority (if appropriate).

Should an agreement from the funding authority be reached, a place will also be offered via the EHCP consultation process (if appropriate).

## 7.5 Enrolment Day:

Once funding has been agreed, you will be invited to attend an enrolment day. This day is intended to provide the applicant and their parents / carers with further information about Aurora Foxes, be shown around their house (if a residential placement), meet key staff and meet their peer group to begin building trusted relationships.

This is also the time we will confirm the applicant's eligibility to study in the UK, ensure the applicant is on the correct programme of study and complete all necessary paperwork.

## 8. Right to appeal

8.1 Young people will be sent a letter outlining Aurora Foxes decision regarding a place to study. If you are refused a place to study, you can appeal against this decision. The letter will tell you how.

8.2 You are only able to appeal once about any decision.

8.3 Aurora Foxes must allow you at least 10 working days to appeal from the date of the decision letter.

8.4 Aurora Foxes will set a deadline for submitting information and evidence to support your appeal. If you submit anything after the deadline, it might not be considered and may result in delays to appeal process.

8.5 An appeals panel will consist of 2 or more of Aurora Foxes Senior Leadership team and will exclude the principal.

8.5.1 Aurora Foxes will explain why they turned down the application.

8.5.2 Young people or their representative will be given the opportunity to give their reasons why the young person should be admitted.

8.5.3 The appeals panel must decide if the college's admission criteria and processes were properly followed.

8.5.4 If the policy was not followed correctly, consideration must be given to your appeal being upheld.

8.5.5 If the applicants reasons to be admitted outweigh Aurora Foxes' reasons not to be admitted, consideration must be given to your appeal being upheld.

8.5.5 The appeal panel's decision is final and will usually be sent within 5 working days.

## 9. Complaints

You can make a complaint about the way the appeal was carried out, but you cannot complain about the decision itself. Your complaint must be made in writing and addressed to the Principal and will follow the process outlined in our complaints policy.

## 10. Monitoring arrangements

This policy will be reviewed at least annually.