

# Aurora

## Admissions Policy

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<b>Version:</b>	1
<b>Policy Owner:</b>	Principal
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## Admission Policy

Aurora Foxes provides places for up to 80 aged 16-25. The policy of all Aurora Services follows a standard process adapted where required to meet the needs of the young person, their families and funding authorities.

The college caters for young people with Education, Health and Care Plans (EHCP's) for additional learning needs including ASD/ADHD/PDA/ODD/MLD and will consider young people subject to a successful assessment process.

## Admission Criteria

- Students will be aged between 16 and 25 years.
- All young people will have an Education, Health and Care Plan (EHCP) (with the exception of overseas learners wishing to study at Aurora Foxes).
- The EHCP will contain up to date information about the young person that will enable Aurora Foxes to make an initial decision as to its ability to meet the young person's needs.
- **Young people** may have specific or generalised learning difficulties.
- Attendance at an assessment day – usually held on Fridays throughout term time.

## Admissions Process

Most young people attending Aurora Foxes will have been initially referred by their LA, some may come via a different route e.g. parental referral. If, after reviewing the information provided, the college believes that they can meet the young person's needs then arrangements will be made with the LA for the parents / carers and young person to visit the college and attend an assessment.

The initial visit will include a tour of the college and a meeting with the admissions team and key members of staff who may be involved in working with the young person. Visitors 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.

Assessments are tailored to the young person's individual needs. If appropriate, the young person will attend on-site and join in a range of college activities, enabling staff to get to know them, assess their needs, plan their programmes of learning and ensure that the college can meet the individual needs of the young person.

If, following a visit, all concerned are agreed that the young person's needs can be met at the service and that the young person and parent / carers are happy to name the service, arrangement will be made to progress to the next stage of the placement process. This next stage is typically offering a placement and engaging with the funding authority.

In all admission decisions, Aurora Foxes will pay due regard to equal opportunities and diversity and the SEND reforms 2014. Aurora Foxes will remain prepared to make reasonable adjustments to stated entry criteria to enable admission, where it is felt to be appropriate to do so.

The service will provide the parents with information about the service, including general and regular info and prospectus.

Should funding agreement be reached, a place will be offered via the EHCP consultation process.

An admissions register is maintained by the college as per DfE regulations.

## Right to Appeal

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

You are only able to appeal once about any decision.

Aurora Foxes must allow you at least 15 working days to appeal from the date of the decision letter.

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.

An appeals panel will consist of 2 or more Aurora Foxes leadership team excluding the principal and to include the admissions manager.

1. Aurora Foxes will explain why they turned down the application.
2. Young people or their representative will be given the opportunity to give their reasons why the young person should be admitted.
3. The appeals panel must decide if the college's admission criteria and processes were properly followed.
4. If the criteria were not properly followed, consideration must be given to your appeal being upheld.
5. If your reasons to be admitted outweigh the college's reasons not to be admitted, consideration must be given to your appeal being upheld.
6. The appeal panel's decision will usually be sent within 5 working days.

### **Complain about the appeals process**

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.