

Admissions Policy



DfE no: 850/6107



Approved by: Liz Cooper

Date: January 2025

Signed by: 

Position: Head Teacher

Last reviewed: 

Next review due: January 2026

Monitoring arrangements

This policy will be reviewed at least annually in line with DfE, HSCP, HCC and any other relevant guidance (change as appropriate).

Author: Sharon Moores	Title: Admissions Policy	Ref: 2025	Date: January 2025
Inclusion Education is the working name of Inclusion Hampshire CIO registered number 1162711			

Contents

1. Statement and vision.....	3
2. Admission criteria	3
3. Funding.....	3
4. Application process	4
5. Admission assessment documents	5
6. Transition.....	5
7. Post-admission.....	5
8. LGBTQ+ Young People	6

1. Statement and vision

The purpose of this policy is to ensure that Inclusion College can meet the individual needs of the young people who are admitted.

Inclusion College is registered for learners aged 16 years+ with social, emotional and mental health needs and other complex needs.

The aim of the admission policy is to provide clarity regarding the criteria for admissions for Local Authorities and parents/carers to ensure that the process and decisions are fair, consistent and that all parties involved in the admissions process work in partnership.

The policy is reviewed annually, or when required by changes in legislation or revised college procedures. It can be viewed on the college's website, or a printed copy can be obtained by contacting the college's reception.

2. Admission criteria

Inclusion College offers placements for young people 16+ with chronic and severe mental health needs: our primary objective is to support those with suicide ideation.

Prospective learners will have social, emotional mental health needs stated on their EHCP and likely to have 1 one or more of the following needs identified within their Education, Health and Care Plan:

- High anxiety
- School phobia/emotionally-based school avoidance (EBSA)
- Low self-esteem, confidence and resilience
- A history of self-harm and suicide ideation
- Other identified mental health need
- Autistic spectrum condition (ASC)
- Pathological demand avoidance (PDA)
- Selective mutism
- Social vulnerability
- Speech, language and communication needs
- Social communication needs
- Specific learning difficulties, such as dyslexia
- Trauma and attachment disorders

It should be noted that a placement may not be offered if all of the above criteria is met.

3. Funding

All funding for a place at Inclusion College is provided by local authorities.

Where, working alongside parents/carers and the Local Authority throughout the Annual Review and EHCP progress, we are successful in naming Inclusion College on your young person's Education, Health and Care Plan, the local authority will agree to fund the placement.

4. Application process

The following outlines the application process for parents/carers and Local Authorities:

1. Enquire

Register your interest for a place at Inclusion by contacting admissions@inclusioncollege.org.uk. You will receive confirmation this has been received and the chance to chat any questions over with a member of our admissions team.

2. Consultation from the Local Authority

Contact your local authority/caseworker to discuss making a referral to Inclusion College. If this is agreed, caseworkers should send the relevant assessment documents (see Section 5) to admissions@inclusioncollege.org.uk. These will be assessed by our admissions panel.

3. Visit

After initial assessment of the papers, including a risk assessment, if we think a place at our college may be appropriate, then we will arrange a visit to Inclusion College with our Administration Manager and/or Assistant Head Teacher.

4. Assessment

Inclusion College's admissions panel will review all the assessment documents and complete the Local Authority's consultation document to confirm if we can/cannot meet the learner's needs.

5. Place offered

If the admission panel confirms to the Local Authority that the College can meet the young person's need, as outlined on the EHCP, a formal place will be offered and contact made with the family.

6. Transition

Our Administration Manager and Assistant Head will oversee the transition process and liaise with the student and the family. A transition plan will be created in partnership between the college and the family to ensure a positive and successful start at Inclusion College.

7. Start

Once all the paperwork is completed prior to the given start date we will warmly welcome your young person to the Inclusion community.

If the college is oversubscribed, families with a young person interested in joining, and for whom we have received a successful local authority referral, will be placed on a waiting list.

As soon as a space becomes available, we will contact the parent/carer and Local Authority to inform them that a space has become available and begin the transfer process. When placed on a waiting list we are unable to provide an estimate of when a space will become available.

5. Admission assessment documents

Inclusion College works in partnership with local authority personnel and requires that all necessary documentation is provided in a timely manner to ensure an informed decision can be made about meeting the needs of a young person.

If these documents are not provided, the college will not be able to assess whether it can meet the needs of the young person and will reply to the Local Authority to this effect.

The documents required are:

- Current Education, Health and Care Plan (EHCP)
- Most recent annual review
- Current/most recent care plan/Personal Education Plan (PEP), if applicable
- Current/most recent behaviour management plan(s), including the number of exclusions (if applicable) and risk assessment(s)
- Any additional assessments (such as OT or SALT)
- Any additional professional reports (e.g. psychology, psychiatry, paediatrics, YOT, CAMHS etc)
- Information on any previous Pupil Premium spend
- The student's attendance at their previous setting(s) and whether they were identified as EBSA by their previous setting
- Previous academic attainment (such as reading age)

6. Transition

The student and their parents/carers, and key professionals, will be invited to attend a registration meeting where a transition plan will be created together. At this meeting any bespoke plans will be agreed as required and paperwork such as Admission forms completed. At this meeting further context can be provided to us so that we can create a plan to fully support them and they. They will also meet their key person if possible.

7. Post-admission

Following admission, we will remain in contact with you via your young person's key staff member or a member of the Senior Leadership team. The needs of your young person will be reviewed on an ongoing basis.

Inclusion College will ensure, when admitting a young person, that prior to the end of the transition period they have identified and completed:

- The identification of any additional special educational needs that the college is equipped to cater for
- Baseline information and assessment details
- Information stating what needs to be in place to support a young person in the placement
- An induction process for a new young person
- A system that identifies the resources and expertise required to meet the changing/developing needs of the young person's individual needs

8. LGBTQ+ Young People

At Inclusion College we celebrate our LGBTQ+ young people and strive to create a community in which LGBTQ+ feel safe and supported to be themselves. This includes using their chosen pronouns and name. We do this as part of our support of the mental health of our young people.

If as a parent/carer you have concerns about this issue in advance of a placement, please feel free to contact the Headteacher to discuss this further.