



Student Admissions Policy

POLICY STATEMENT:

Beacon+ Limited welcomes applications from individuals within the Kent Community with the motivation to learn and the potential to succeed on a route into employment. Beacon+ is committed to ensuring equality of opportunity for all individuals seeking a place on a programme of study. Beacon+ is committed to ensuring equality of opportunity to all Students, staff and visitors who will be treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

Admissions to Beacon+ are the responsibility of the Governors of Beacon+ in conjunction with the LA (Local Authority) where all pupils will have an Educational Health Care Plan.

It is the intention of this policy to:

- Ensure that decisions are made with the required judgement and competency.
- Ensure accuracy of promotional activities, the relevancy and accessibility of information that will enable applicants to make an informed decision.
- Ensure selection policies and procedures are clear, impartial and inclusive to all applicants where entry requirements, both academic and non-academic are used to underpin such judgement during selection
- Ensure impartial advice and guidance is delivered to meet the demands of the individual

Beacon+ operates an open Admissions Policy that ensures fair, transparent and equitable treatment of all applicants and is committed to providing a flexible, high quality teaching and learning environment, focused on supporting students in achieving their full potential. Beacon+ accepts the importance of diversity in terms of background and experience, where all students contribute to a stimulating learning environment.

Beacon+ currently caters for a wide range of needs including: Specific Learning Difficulties Speech Impairment Communication Disorders Sensory Impairment (Hearing, Visual) Perceptual Problems Autistic Spectrum Disorder Behaviour difficulties related to cognition Physical and Sensory Impairment Medical Needs With many pupils experiencing a combination of these difficulties in addition to their learning needs.

Beacon+ adheres to the principles and expectations as outlined in the SEND Code of Practice. The full SEND Code of Practice can be found at the following link;

<https://www.gov.uk/government/consultations/special-educationalneeds-sen-code-of-practice-and-regulations>

Students with an Education Health and Care plan are able to study up to the age of 25 years as long as they are able to demonstrate that they are progressing in their learning. For these students with a higher level of need, Beacon+ is able to provide a range of support including additional time to meet the

expectations of the individual student's needs. These will be assessed when the applicant will be invited in for a support and assessment meeting.

All applicants are considered for admission on the basis of their willingness to learn, attitude and educational performance that provides evidence of ability to meet the demands of the chosen course.

All applicants will have access to impartial advice and guidance and information about courses, progression and funding upon which appropriate and informed decisions are made.

This policy applies to all applicants (including late applicants) who are seeking admission to Beacon+ for any programme of study, and those who are already at the Beacon+ and wish to progress from one programme of study to another.

PROCEDURES:

Stage 1 Pre-application

- There will be clear written entry criteria for every course. Entry requirements will be determined and published for respective levels of study. However, each course will have a clear statement on entry requirements and this will be displayed in the course information provided on Beacon+ web page.
- Opportunities for students to view Beacon+ and its facilities prior to the commencement of a course will be organised by holding; Open Days, Advice and Guidance sessions, Taster Days and interview.
- Open Days are events organised by Beacon+ with participation from all current staff. Their purpose is to promote the Beacon+ curriculum offer and to establish a wider understanding of its culture and objectives.
- Taster Days are organised to introduce groups of students to the life of Beacon+ and are an opportunity for students to meet the teaching team and current students.

Stage 2 Application stage

All applicants will have named Beacon+ on their EHCPs with information that meet the entry criteria for courses and programmes of study. Where an interview is required the Student's programme choice will be discussed and a provisional agreement reached on the most appropriate programme of study; taking into account the levels of support required.

Beacon+ may request references and/or school reports for a potential student who is not from a feeder school. A member of staff may visit the Student within their current school to observe whenever necessary, or conduct a home visit, to discuss with staff at the school, or parents/carers at home, current patterns of learning, behaviour and medical needs, alongside current cognitive levels and rates of progress. When both the school/home visit if appropriate and the admissions meeting have been completed, Beacon+ will email the LA to inform them of the admission decision including admission date, process and transition if appropriate. Admission to Beacon+ will consider the implications for an effective education and the efficient use of resources and the implications for Beacon+ as a whole. Any additional requests for resources and

support will be considered at this point. Following the offer of a place, Beacon+ will arrange the transition process alongside the current provision to ensure all information is shared and the Student is able to access Beacon+ successfully. Where an Authority requesting admission is not Kent (out of County Looked after Children), the same process will be followed as far as is practical, with the liaison likely to be via telephone rather than a visit.

- Students must provide the information to allow Disclosure and Barring Service (DBS) checks to be made prior to entry on courses for all work experience providers and employers; in areas such as Teaching Assistants, Early Years and Health and Education programmes. This is to ensure that students have every chance to gain work experience opportunities and employment in their career choice at the end of the programme.
- Existing Beacon+ students wishing to undertake a further programme of study will follow the current students' progression policy but are required to fulfil the relevant entry criteria to progress.

Stage 3 Offer

All offers of places and enrolments at Beacon+ are made on the basis of:

- There being sufficient demand for the course offered
- There being sufficient spaces available on the course concerned (first come first served basis from receipt of application)
- Meeting the published entry requirements of the chosen programme
- Suitable references and checks as required

Where Beacon+ staff identify that a student is unsuitable for their particular programme, they will refer them for another interview or a guidance interview by completing Beacon+ interview paperwork.

All interview paperwork not resulting in an offer must be forwarded to the Admissions Team at the end of each interview session in order for alternatives to be considered and appropriate advice and guidance provided.

Applicants who have declared on their application that they are a non-EU/EEA National or have lived outside of the EU/EEA in the past three years will need to provide evidence of their status with regards to immigration and permission to reside in the UK.

Information collected in the admission and enrolment processes will adhere to the current legislation concerning data protection and the college Data Protection Policy.

Appeals Process

Students who wish to appeal against any decision during the admissions process should contact the Principal of Beacon+. All appeals should be made in writing within 10 days. Assistance with this will be provided if required on request.

The Principal, or a nominated representative will collate all relevant evidence for review. This evidence should include:

- Appeal letter
- Application form
- Interview Records
- Any other relevant information such as references etc.

The Principal or a nominated representative will assess the evidence and the applicant will be notified in writing of the panel's decision within 10 working days.

The decision of the Principal of Beacon+ is final. A record of the panel discussion and decision with specific reasons will be retained in admission.

The Governors reserve the right to refuse admission in the following cases:

- Where Beacon+ would be unable to meet the needs of the Students in terms of specialist resources, levels of care, therapies and expertise.
- Where the admission of a Student would compromise the Health and Safety of other Students and/or staff or, would seriously compromise or disrupt the education of other Students
- Students with high levels of challenging behaviour, whose behaviour could not be managed from provided staffing, resources and funding.