



Admissions & Transition Policy

Written and reviewed on behalf of Chatsworth
Futures Specialist College March 2023

Vision

Creating the right life opportunities for every pupil, student and learner through the best quality specialist education and care.

Mission

1. Celebrate each pupil, student and learner as a unique individual.
2. Identify each individual's aspirations and ensure that they are able to achieve these.
3. Create high quality learning environments that are nurturing, vibrant, innovative, caring and happy.
4. Provide the best evidence-based approach to teaching and curriculum development.
5. Develop expert staff through bespoke continuous professional development.
6. Engage with the wider community to enable each pupil, student and learner to be fully included.

Introduction

Chatsworth Futures is an Independent Specialist College for young adults with learning disabilities. It is part of the Chatsworth Multi Academy Trust which is based in Salford and serves children and young people aged from 11 years to 23 years.

Learners eligible for admission to the college are those with an Education, Health and Care Plan (EHCP) identifying a requirement for special educational provision in order to continue their education.

Application for a place may be made by either an officer of a Local Education Authority or by contacting the college directly.

The staff and Governors of Chatsworth Futures recognise the importance of a co-ordinated admissions policy, and aim to ensure that the admission process is carried out carefully, accurately, sensitively and fairly. The following points explain the steps involved in the procedure although there may be occasional adjustments to the process in the light of extenuating circumstances.

Admissions Process

First stage

- A prospectus will be sent on request
- This is then usually followed by a visit to the college, where parents and/or funding agencies have an opportunity to meet with relevant senior staff and ask any questions they may have concerning the provision.
- The college will gather information and paperwork including the EHCP, academic information and any other relevant information, and members of the Senior Leadership Team will scrutinise the documentation.
- A decision whether to proceed further is then taken based on the information in the referral papers and feedback from those staff who have been involved in the process.

Second stage

- Visits are made to the learner's current provision by the assessment team
- Pre-admission assessments are completed in consultation with parents/carers and other relevant professionals
 - A decision whether to proceed to an offer of a placement is then taken by the Senior Leadership Team.
- Individual Placement Agreements are drawn up between the college and the funding authority/partners, however funding is not guaranteed.

Third stage

- An individual transition plan is developed and implemented (see Transition and Induction Policy)

Transition Process

We believe that the transition and induction process is key to ensuring that learners settle quickly, and are supported through the process.

To ensure a smooth transition, an individualised approach is taken, reviewing all documentation provided by previous educational providers and other professionals to ensure that progression continues uninterrupted and learners will be able to familiarise themselves with college staff and their peers.

Key elements in the process are:

- Initial assessment and placement offer based on referral documentation Meeting/interview with Parent/ Carer and learner
- Initial assessment visit at current placement
- Transition Planning meeting involving key people and agencies
- Scrutiny of current achievement records and levels to ensure continuous progress
- Planned transition visits
- Individualised induction programme devised
- Initial Review Meeting

Chatsworth Future Specialist College Admissions & Transition Policy has been read and accepted by:		Date
Chair of Governors		
CEO		
Chair of Chatsworth Futures		