



Admissions policy

Date Ratified: 04th February 2022

Date Policy due to be reviewed: February 2024

Committee Responsible for policy: Board of Governance

Geraldine Kelly – Chair of the Board of Governors

Review No:	Date	Summary of Changes	Reviewer
1			
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The Ridge Employability College

Admissions Policy

Procedures And Protocol

- All Learners admitted to the Ridge Employability College have an Education Health and Care Plan (EHCP).
- The College accepts learners with a wide range of Special Educational Needs (SEN), which includes Severe Learning Difficulties, Profound and Multiple Learning Difficulties, Sensory Impairment and Autistic Spectrum Disorder.
- On occasions requests are received from Local Authorities to take learners as part of the Education, Health and Care Plan (EHC) Process. This will be for a six-week period in the first instance and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the college.
- Occasionally, the college will be approached by other Local Authorities to take Learners whom it is viewed that The Ridge can meet the needs of outside of the Doncaster District. As a Post-16 Education Provision, we reserve the right to judge whether the learner's needs can be appropriately met at our facility. Once this has been deemed as an appropriate setting, relevant arrangements for the learners need to be agreed on before the learner is able to complete enrolment at The college.
- The college will receive formal requests for placements from the LA. The college will consider each case on individual merits to ensure the learner's needs will be best met within the college and ensure it has the space, staffing and resources to accommodate the learner within its existing operational organisation.
- Parents/carers, prospective learners, their Tutors and supporting professionals are advised to and are welcome to visit the college by prior appointment.
- The Ridge College staff may make visits to both the learner's school and family. When appropriate, staff will be supported by medical colleagues and translators.
- Once admission has been agreed, the college may visit the new learner in their existing placement.
- The college may offer taster sessions prior to admission and is able to arrange phased entry into The Ridge College if applicable.
- All Learners admitted must adhere to The Ridge Attendance Policy and Code of Conduct. Failure to do so may result in learners being removed from the college.

