



# 31– Admissions Policy

Date ratified: March 2026

Date policy to be reviewed: March 2028

Committee responsible for policy:  
Board of Governors

Geraldine Kelly — Chair of the  
Board of Governors

*Geraldine Kelly*

Review No.	Date	Summary of Changes	Reviewer

## The Ridge Employability College (TREC)

### Admissions Policy

#### Procedures

- All Learners who enroll at the Ridge Employability College (TREC) have an Education Health and Care Plan (EHCP). The admission is supported by the appropriate Local Authority and the college is identified as the named provider for Education on the EHCP.
- TREC support admissions from a range of Local Authorities across Borders and is a member of Section 41.
- Parents/carers who wish to be considered for a place at the college for their young person should contact their Local Authority SEND Team for guidance on relevant procedures.
- TREC will receive formal requests for placements from the LA. The college will consider each consultation on an individual basis to ensure the learner's needs can be met. The evaluation will take into consideration the content of the EHCP, information from learners, parents/carers, schools, colleges and social care providers.
- The college supports learners between the ages of 16 -25 years old with SEND.
- Places are usually taken up at the start of the college year (September), by agreement with the Head of College & Local Authority Education & Commissioning Departments.
- Places may be accessed at any time of year by prior agreement.
- TREC accepts learners with a wide range of Special Educational Needs (SEN). This includes Severe Learning Difficulties, Profound and Multiple Learning Difficulties, Sensory Impairment and Autistic Spectrum Condition, this is not an exhaustive list.
- Once the learner's placement has been confirmed arrangements to support transition will be made in association with SLT and collaboration with learners, parents/carers, schools, college & social care. Transition takes place on a part-time basis during the summer term preceding enrolment.
- Learners' complete enrolment on their first day of college life.

All Learners who enrol at the college must adhere to TREC's Policies & Procedures and Code of Conduct. Failure to do so may result in learners being removed from the college.