



South Quay
College

Admissions Policy

Date of last review:	July 2018	Review period:	1 year
Date of next review:	July 2019	Owner:	M. Nirsimloo

ADMISSIONS ARRANGEMENTS

General

1. South Quay College (SQC) is a publicly funded, co-educational, independent education provision. It has 90 full or part time places for learners aged 14-16 and an agreed admissions number of 475 at Post-16. Each place (full or part time) counts as one place.
2. Our provision seeks to help some of the most educationally disengaged learners in east London, offering them a chance to progress in their education and secure a better future for themselves and their families.
3. We welcome all learners who have the potential to benefit from our provision, and will work with them to address their circumstances and overcome any barriers to progression. We will not discriminate on the basis of disability (including HIV status), gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex, sexual orientation or postcode, whether in relation to the learner or members of their family.
4. Responsibility for the admission of learners rests with the SQC Governing Body. All referrals and applications for places at SQC will be considered in accordance with the arrangements set out below.

ADMISSIONS AT KEY STAGE 4 (14-16 years old)

5. SQC is not a regular college. It is an alternative form of education for those learners who have disengaged with mainstream schooling and need a different environment and curriculum to help them attain. This means that the provision is not suitable for every learner. As such, the admissions process for SQC for learners aged 14 – 16 is different from that of a mainstream school – parents cannot apply to send their child to SQC. The Local Authority, or local schools, must refer learners to SQC through a process called 'commissioning'.

Commissioning Process

There are two routes by which learners can come to SQC. These are set out below:

6.1 Local Authority as Commissioner:

- South Quay College is part of Tower Hamlets Secondary Partnership
- Through this process, LBTH will consider the best pathway for the learner following a decision by the LA commissioning under its duties under section 19 of the Education Act 1996, and place them with a new provider.
- LBTH and SQC will review the best pathway for the learner. This will then be discussed with the parents and learner at an admission meeting before the referral is complete.

- If SQC is deemed appropriate, the learner will come on to the SQC-AP roll, with SQC becoming the learner's full time education provision.
- Financial arrangements will be made between SQC-AP and LBTH.

6.2 School as Commissioner

- Schools can commission SQC to provide alternative provision on a part time or full time basis for those learners they deem need an alternative environment and curriculum to succeed.
 - The school and SQC will review the best pathway for the learner. This will then be discussed with the parents and learner at an admission meeting before the referral is complete.
 - For any referral over two days, LBTH will be informed, in writing, by SQC.
 - The College will work with LBTH to make financial arrangements.
 - The learner may remain on the school's roll, may transfer to SQC's roll, or may be designated as 'dual roll'. This will be agreed between the school, LBTH and SQC-AP on a case by case basis and all such decisions will comply with the requirements of section 434 of the Education Act 1996.
7. Where an initial discussion has taken place, either through the Secondary Partnership or with a school, and there has been no further contact from the referrer in respect to the Learner taking up the provision place, the parent or referrer has 14 working days from the date of the initial discussion to inform SQC as to their decision. After 14 working days with no contact, SQC will assume that the provisional place is no longer required for that learner and may offer that place to another learner.

Ensuring learners are registered and information is shared

8. SQC will ensure that learners are appropriately registered. In the case of a fixed period exclusion or an off- site direction, the excluded learner should remain on the register of the excluding school as they are expected to return when the exclusion period is completed and should also be registered with the alternative provision (dual registered). In the case of a permanent exclusion, the excluded learner should be removed from the excluding school's register and be registered with SQC.
9. As far as is reasonably practicable, in agreeing contractual arrangements with Commissioners SQC will request appropriate information on the needs and prior attainment of learners who will attend the alternative provision. Such information will include prior grades and attainment, additional support required and exclusions information as a minimum.
10. SQC will provide regular feedback to a Commissioner (and in any event when requested by the Commissioner to do so) on progress made by the learner, the learner's needs and attainment. This will be done online through a secure IT system and will be updated on a termly basis.

Over subscription criteria

11. There will be a fair, transparent and objective process for considering whether the education provided will be appropriate for prospective learners. There will be meeting with the learner, parent, school and SQC to agree the most appropriate education programme. This will be documented in a standard SQC form to which all parties will have the opportunity to input and review.
12. If there are more requests for referrals than there are places at any particular time, and after the admission of learners with a statement of special education needs where South Quay College is named on the statement, places will be allocated as follows:

a) Children in public care (children looked after by a local authority under section 22 of the Children Act 1989). As per the standard admissions process prior to oversubscription, the school and SQC will review the best pathway for the learner. This will then be discussed with the parents and learner at an admission meeting before the referral is complete.

b) A detailed review of each request will be made by the Senior Leadership Team at SQC looking at a number of factors to determine the best fit. This review will be documented and submitted to the Chair of the Board of Governors with a recommendation.

Waiting list

13. Given the nature of our referrers, a waiting list is not appropriate at Key Stage 4.

Appeal procedures

14. If a parent, carer, commissioning school or commissioning body is not satisfied with the decision on whether to admit a learner to SQC, they should write to the Chair of Governors setting out the reasons why they are not satisfied within 21 days of the decision being made. The Chair of Governors will review the matter and respond in writing within 21 days from receipt of the letter. Should the party still not be satisfied, SQC will make provision for an Independent Appeal Panel to be established to hear the appeal. Should the matter still not be resolved, the parent, carer, commission school or commission body may object to the Education Funding Agency as detailed at section (28) below.

ADMISSIONS AT 16 – 19 YEARS OLD

15. Learners aged 16-19 years old will come to SQC through the following routes:

- A continuing learner from SQC's 14-16 provision, with a place guaranteed following an objective assessment of the learner's progress and future plans.
- Self-referral, where the learner seeks out SQC and applies for provision.
- Peer-referral, where a current learner refers one of their friends or family members to SQC.
- Referral from LBTH bodies, such as social services, youth offending team.
- Referral for national statutory bodies, such as JobCentrePlus and Metropolitan Police.
- Referral from secondary schools for post year-11 opportunities
- Third Sector organisations.

Post 16 admission criteria

16. SQC will meet with each learner to discuss and identify the courses and pathways that are most appropriate for their level of skills. The Governing Body will publish specific criteria in relation to minimum entrance requirements, for example in relation to a particular Apprenticeship programme, on the SQC website. These criteria, which might include prior attainment or work history experience, will be the same for internal and external transfers. Existing SQC learners will be automatically admitted if they meet the entry requirements.

17. Admission to the Post-16 Provision will not be refused if a learner has failed to meet entry requirements for a course. In this case the learner will be offered an alternative course for which he has met the requirements subject to availability of places after allocation to other students who have already applied for that course.

Over subscription criteria

18. Where the number of external applications exceeds the number of Post-16 places available, the following order of priority will be used to allocate the remaining places:

a) Children in public care (children looked after by a local authority under section 22 of the Children Act 1989). As per the standard admissions process the school and SQC will review the best pathway for the learner. This will then be discussed with the parents and learner at an admission meeting before the referral is complete.

b) A detailed review of each request will be made by the Senior Leadership Team at SQC looking at a number of factors to determine the best fit. This review will be documented and submitted to the Chair of the Board of Governors with a recommendation.

Waiting list

19. For Post-16, in addition to the right to appeal, unsuccessful applicants will be offered an opportunity to be placed on the Waiting List. The order of the Waiting List will be determined in accordance with the over-subscription criteria in Paragraph 18 above.

Appeal procedures

20. Learners/ Parents of Learners whose applications for Post-16 places are unsuccessful (including internal applicants) will be given an opportunity to appeal against the decision to an Independent Appeal Panel.

21. The Independent Appeal Panel will be independent of SQC. The determination of the appeal panel is binding on all parties. SQC shall prepare guidance for parents and Learners about how the appeals process will work and provide parents and Learners with a named contact who can answer any enquiries parents or Learners may have about the process. SQC may, if it chooses, enter into an agreement with the Local Authority or any other organisation for it to recruit, train and appoint Appeal Panel members and to arrange for the process to be independently administered and clerked.

General provisions that apply at both Key Stage 4 and Post-16

Accommodating learners with special / additional educational needs, disabilities and / or English as an additional language

22. SQC will, subject to its right of appeal to the Secretary of State in relation to a named learner, admit all learners with a statement of special educational needs naming the alternative provision Academy.

23. Where learners are admitted to SQC with existing statements of special educational need, we will work closely with other agencies where necessary / specified to fulfil the learner's potential, in line with their statement. As stated in our SEN Policy, SQC is committed to provide a suitably tailored and progressive programme for all learners. Particulars of the SQC SEN, Disabilities and Inclusion Policy are available from request from SQC.
24. Where there may be mobility or accessibility requirements we ask that referring schools / agencies contact SQC well in advance to discuss solutions to fulfilling those requirements. (The SQC Accessibility Policy is available upon request.)

Offer of places

25. Letters informing learners of their place at South Quay College will be issued by the referring body, or SQC in the case of self-referrals at 16-19 as soon as is reasonably practicable after the decision has been made. This letter will specify a Start Date and Induction arrangements.

Objections to this policy

26. Any objections to this Admissions Policy should be submitted to the Education Funding Agency (EFA) or any successor to it.
27. A determination of an objection, by the EFA or any successor to it on behalf of the Secretary of State, or by the Secretary of State, will be binding upon the alternative provision.