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1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 REFERRALS

1. We accept referrals from Local Authorities (LA).
2. We are able to give parents information regarding our assessment and admission process, however, we are unable to accept referrals from parents, unless they intend to pay fees privately. We encourage parents to engage in a dialogue with their local authority and make a joint application.
3. We accept private paying parents/carers.

3.0 ASSESSMENT PROCESS

1. Once a referral has been received from a LA, the paperwork will be read by the Senior Leadership team and discussed at the weekly Referrals, Admissions and Assessment meetings. If the student does not

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meet the admission criteria (Appendix 1) or there are no places available, a letter will be sent to the Local Authority to inform them that the referral is not going to be followed up.

2. If the referral is suitable for assessment, a date for an Initial Contact Meeting will be made by contacting the Local Authority SEN officer. This will consist of a tour around the College sites for parents and young person together; a discussion between parents/carers and the Head of College, while the prospective student spends some time in the designated classroom. An appropriate member of staff will accompany the young person to a classroom to ensure that they always feel secure.
3. After the Initial Contact Meeting, if both the college and the family would like to go ahead with an assessment, a date will be set for an Assessment Week. The Local Authority will be contacted with dates so that transport can be arranged by them.
4. The assessment can consist of but not exclusive too:
 - a. Between 2 days and 1 week of student attendance at the college in a suitable class group
 - b. Observations by the Lecturers, a speech and language therapist and a member of the leadership team,
 - c. a visit to the family and young person at home,
 - d. a visit to the current educational placement
 - e. a multi-disciplinary meeting at college where all professionals involved share information about the assessment.
5. Once the assessment process has been completed and all relevant information has been gathered, an assessment report will be compiled, and a decision will be made as to whether Syon Manor College will be an appropriate placement for the young person.

The decision will be made in line with the Code of Practice:

- a. Special Educational Needs – can the college meet the young person's needs at one of our campuses?
- b. Resources – would the placement be an inefficient use of resources?
- c. Current students – would the placement be incompatible with the efficient education of the other young persons with whom the young person will be educated?
6. The LA will be notified in writing of the outcome of assessment within 10 working days of completion of the assessment process. NB. The process is deemed to be completed when all information has been gathered, which may or may not be the date of the assessment appointment.
7. If Syon Manor College can meet the young person's special educational needs, an offer of a place, a start date and the proposed fee will be suggested to the LA. When the LA confirms that the offer of a

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place is going to be taken up, Syon Manor College will send a letter confirming this to the LA and to the parent.

8. The LA is responsible for making transport arrangements with the parents and will inform the college accordingly, however learner placements can move between sites if need arises.
9. Transition plans will be made with the LA, the current college placement and the parents. This will include a social story for the student to prepare them for the relevant class group and communication with parents over any issues or worries they may have. A home-college contract (appendix 1) will also be agreed by both parties.

4.0 CRITERIA FOR ADMISSION

For Consideration for Admission to College:

- The young person's needs should arise out of their autistic spectrum disorder, and some other related pervasive developmental disorders.
- The young person will have a Statement of Special Educational Needs, issued by their Local Authority.
- The Local Authority will accept financial responsibility for the students' education at Syon Manor College.
- The young person will have the commitment and support of their parents/carers to the educational approach used at Syon Manor College through parents agreeing to the home/college contract.
- The college is suitable for the young person's age, ability and aptitude.
- The young person's attendance at college would be compatible with the provision of efficient education for the young person with whom the young person would be educated.
- The attendance of the young person at the college would be compatible with the efficient use of college resources.
- Admissions are made on the basis of availability of placements, taking into account the above factors, plus a young person's level of functioning, learning difficulties and age.

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5.0 APPENDIX 1: HOME-COLLEGE CONTRACT

HOME/COLLEGE CONTRACT

This contract outlines college commitment and expectations for effective communication and teamwork between home and college. When you have read it, please sign the third page and return it to the College Administrator.

Our Mission Statement:

“At Syon Manor college we encourage all students to be resilient, ambitious and find creative solutions to everyday challenges. Our students are given the opportunity to further develop independence and ask important questions. Through their positive attitudes and willingness to learn they are able to successfully achieve their individual goals
“

To achieve this:

- We will provide all students with opportunities to learn and achieve, by supporting them with a connective curriculum which makes explicit connections between areas of learning and concepts so that they can progress to their full potential.
- We will teach appropriately to the abilities of the students, using specialised strategies which are communication focussed.
- We will work with the students in an inclusive, equality-based manner.
- We will concentrate on the positive.
- Our college will try to raise the self-esteem of all who attend.
- We will provide a safe environment and will make sure that all students know who to go to if they feel anxious or unsafe.
- We will work with our students towards improvements in their behaviour.
- We will provide opportunities for spiritual, moral, social and cultural development.
- We promote positive and healthy relationships between all members of our community.
- We will keep you informed of your young person's progress and the college activities.
- We will set independent learning tasks in accordance with our college policy and in discussion with you about individual requirements.
- We will monitor and liaise with you about lateness and attendance. • We will treat you with courtesy and work toward meeting your ambitions for your young person.

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In addition, you will receive: -

- New Termly Update newsletters
- Daily or Weekly Mentor discussions in agreeance with parents/carers.
- Annual Reviews
- Therapists' reports.
- Incident reports upon request

As their guardians, will you?

- Give your young person every possible support to achieve the highest standards.
- Work with the college towards meeting your ambitions and employment routes for the young person.
- Support the college's policies and guidelines for behaviour.
- If behaviour at home or at college is presenting challenges, then it is essential to work together by sharing information and agreeing strategies.
- Support and encourage your young person to complete their independent learning tasks and discuss any difficulties in this area with the teacher concerned.
- Ensure regular attendance and good punctuality, telephoning the college daily to explain any absence.
- Attend college progress meeting/Annual Reviews and take an active part in monitoring your young person's progress by filling in parental contributions for the meetings.
- Communicate changes in home circumstances to the college.
- Provide up to date contact telephone numbers for yourselves and emergency contact.
- Follow the complaints procedure if you are not satisfied with any aspects of the college.
- Read and sign all forms and return them within the required time.
- Agree regular medication administration requests with the Head of College/Medication Lead, prior to any medication being sent in. Any other medication must be accompanied by a letter of request by parents.
- Collect your young person from college upon request if they have a temperature, stomach upset, injury causing concern or any contagious/infectious condition.
- Liaise directly with transport companies if there are any problems, issues or changes to arrangements.
- Monitor computer and video games, TV and video programmes and magazines which may confuse your young person's interpretation of reality. Such programmes and videos should not include violence or sexual content.
- Treat members of the college community with courtesy.

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I have read and agree to the Home/College Contract

Signed:

Date: _____

(Parent/Carer signature)

Name:

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