



ADMISSIONS POLICY

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This policy meets all the requirements of SEN and Disability (SEND) Code of Practice. It will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Index of Contents

	Page
1. Introduction	3
2. Initial enquiries and referrals	3
3. Admissions criteria	4
4. Application process	4
5. Preparation and transition to college	5
6. Placement refusal	5
7. Placement review	5
8. Appeals process	5

1. Introduction

LifeBridge is a Specialist Post-19 Institution and is committed to delivering an educational offer that is tailored to meet the holistic needs of each learner. We provide education, enrichment and vocational opportunities to young adults between the ages of 19 and 25 with special educational needs and disabilities.

We embrace our statutory duty to fulfil our obligations under the Special Educational Needs and Disability code of practice (2015) for those aged 19- 25 and are committed to making every effort to meet the needs of the young person. Allocation of places is based on ascertaining the individual needs of the applicant, their goals and aspirations to ensure we can provide an education programme to meet their requirements.

The young person is central to the programme we deliver, underpinned by positive relationships with the family/ carer and all the relevant professionals involved. These principles ensure that the agreed outcomes identified can be achieved and support the transition to adulthood effectively and efficiently. Our mission is to support as many young adults as possible with SEND to become confident, independent citizens with skills that enhance their prospects for a meaningful future and independence into adulthood.

2. Initial enquiries and referrals

As a Specialist Post 19 Institution (SPI) we accept applications from young adults between the ages of 19-25 years who have an Education, Health and Care plan (EHC plan). We accept initial enquiries from individuals as well as the Local Authority. LifeBridge will apportion their allocated place funding numbers based on a commissioning process.

Whilst most of our referrals come from Bolton Local Authority, we do have a small number of learners from other Local Authorities in the North-West.

Once a referral or an initial enquiry has been received we will complete an initial assessment to determine whether we can meet the individual needs and aspirations of the young person. We will also arrange an appointment for the young person, parents or carers or an appropriate professional to visit LifeBridge college. Following initial enquiry and a visit to the Susan Isaacs Campus, the young person and parents or carers must complete an expression of interest form if they decide the college is a suitable option. This will enable us to proceed with our assessment process.

LifeBridge also holds open events and information sessions for prospective new starters. Dates of these are circulated to the Connexions Service and are published on our website. Initial enquiry and visit to LifeBridge is recommended as part of any Independent Careers Information, Advice and Guidance process.

3. Admission Criteria

- ☒ All young adults must have a current Education Health and Care Plan (EHCP) and where appropriate LifeBridge will meet their current needs.
- ☒ The young adult must be committed to accepting the tailored education and wellbeing support provided by LifeBridge, to enable them to make excellent progress.
- ☒ The parents, carers and Local Authority work in partnership to secure the best outcomes for the young person.
- ☒ Students must be working towards levels between Entry Level 1 and Level 2 and their agreed programme of study will include functional skills maths and English at the appropriate level.

4. Application Process

Our main focus is to support young adults with SEND to prepare themselves for adulthood and increase confidence and ability to perform successfully in the workplace, the local community and the wider society.

The following application process is used to determine if LifeBridge college is able to meet the young person's needs and if an education place can be offered subject to Local Authority approval and funding.

- Expressions of Interest form is completed and returned to pmeare@lifebridge.co.uk
- A letter will be sent out to the young person to request them to attend a visit to the Susan Isaacs campus.
- An assessment by staff will be completed as part of the application process to identify the level of support required, prior accreditation attainment and which Pathway would best meet the needs of the learner. We offer two pathways:

Our Pathway to Independence provides our learners with the skills they need to live safe, healthy and fulfilling lives, develop life skills and make a positive contribution to their community.

Our Pathway to Employment develops our learners' understanding of the world of work, giving them an opportunity to develop specific job related skills that fit their needs, abilities and interests. Learners undertake work simulation and also have the opportunity to participate in work placements and develop the skills necessary to enter the world of voluntary or paid work.

- The Local Authority will provide LifeBridge with the relevant documentation to support the assessment of the young person during the application process.
- A further visit for the young person may be arranged if deemed necessary during the assessment period.
- If successful, the young person will receive an offer of a place on the programme at LifeBridge subject to Local Authority agreement and funding.
- A start date will be agreed.
- The young person will attend transition sessions followed by enrolment and induction.

5. Preparation and transition to college

Once funding has been confirmed by the Local Authority and a place at LifeBridge accepted, transition sessions will be agreed and put in place. This is based on the agreed pathway and the needs of the individual. LifeBridge will create a specific programme of education and wellbeing provision. This will be based on the EHCP, reflecting the strengths and needs of the young person.

Induction takes place at the start of the Autumn term. All the learners have an individual and personalised timetable that is developed to meet their needs and will have a four day education offer. LifeBridge offers a personalised curriculum that has strong emphasis across all 4 outcomes of the Preparing for Adulthood pathway, through a clearly assessed framework, as part of the application process.

6. Placement refusal

LifeBridge reserves the right to not offer a place where we believe we cannot meet the needs of any one individual based on current information presented in the EHCP and / or as part of our assessment process.

7. Placement review

We expect successful applicants to work on their progression to meet their educational outcomes and personal development as outlined in their individual Educational Health and Care Plan and adhere to the LifeBridge Positive Behaviour Policy.

If a young person ceases to engage with the college and therefore is no longer making progress, we will take necessary steps within our power to support the young person to re-engage. If the young person is still not engaged after an agreed period of time then a placement review will be called and LifeBridge reserves the right to terminate the placement.

If the behaviours of a young person are having an adverse effect on the learning or welfare of others, discussions will take place with the young person, parents / carer and relevant professionals and a behavioural support plan will be put in place. Where behaviours continue to have a negative impact on other learners, a placement review will be called. LifeBridge reserves the right to temporarily exclude a young person pending the outcome of the placement review.

If, after having explored all reasonable options, the behaviour of any young person continues to adversely impact the learning or welfare of others, then LifeBridge reserves the right to terminate the placement.

8. Appeals Process

Any parent / carer of an unsuccessful applicant wishing to appeal against the refusal of a place at LifeBridge must do so in writing to the Chair of Governors, Directors and Trustees. The Chair of Governors, Directors and Trustees will review the decision and inform relevant parties of the outcome. The decision of the Chair of Governors, Directors and Trustees will be final.