

Document name
Admissions Policy

This document is relevant to:	
Central Support Services	•
Education	•
Therapy	•

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Superseded Documents	Admissions Statement
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Associated Documents	Education Reform Act 1988 EFA Technical Guidance for Independent Specialist Providers for 2013/14 Disability Discrimination Act part 4 amendment 2003 The Equality Act 2010 Data Protection Act 2003 Mental Capacity Act 2009 Children and Families Act 2015 SEND Code of Practice 2015

Equality Impact Assessment

Green Corridor takes its duties under the Equality Act 2010 seriously. We have assessed the equality implications of this policy during the writing and subsequent reviews of the policy and, where necessary, during SLT and Board discussions of the policy.

SLT Approval	Approval Date:
	1 st March 2023
Trustee Approval	Approval Date
	9 th March 2023

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1. Introduction

- 1.1** Green Corridor is a charity that runs an Independent Specialist learning provision, with a direct funding agreement with the ESFA and approved under Section 41 of the Children and Families Act. It provides day education services. The provision is for young people who require significant levels of support beyond that which can normally be provided within a mainstream setting.
- 1.2** Applications for placements are open to young people with a diagnosis of Autism Spectrum Condition (as well as those with additional needs relating to autism) and/or a mild/moderate learning disability. Applications for young people with severe learning disabilities will be considered on a case-by-case basis. Decisions will be based upon a demonstrable ability to learn and to progress to a positive outcome. Young people may have other conditions such as a visual or hearing impairment, or mental health issues, or may have complex behaviours that may challenge others (see appendix 2).
- 1.3** Decisions regarding the placement of children and young people involve several stakeholders and take account of the views of the placing authority, parent/carer and young person's preference as well as the views of professionals within Green Corridor.
- 1.4** Green Corridor seeks to help to make a real and practical difference to the young people who access our services and embrace the unique diversity that they present. The admissions process aims to fairly identify young people whose needs can be met by Green Corridor.

2. Policy

- 2.1** Green Corridor will ensure that fair and transparent admissions procedures are undertaken for all young people who are referred or apply to us, in line with Green Corridor's mission statement and values.
- 2.2** Any placement decision undertaken by Green Corridor will be a result of careful consideration of that young person's individual needs as identified in the Education, Health and Care Plan (EHCP) they have in place (if any), how effectively those needs can be met by the provision at Green Corridor and whether those needs can be met without detriment to the wellbeing and safety of other learners already at Green Corridor.
- 2.3** The Green Corridor Admissions Panel comprises the admissions, senior education, therapy, and medical staff who will as a team undertake the admissions assessments. Final decisions made by the CEO, Head of Education, SENCo, Tutor.
- 2.4** Individual learner placement assessments will be organised and undertaken by a multidisciplinary staff team who will consider the medical, therapeutic and educational needs of each individual applicant.
- 2.5** When a referral/application is received, Green Corridor will consider the request and respond with a decision to proceed with an assessment. Where a young person is not considered at this stage, clear reasons which are line with SECTION I of an EHCP will be provided with recommendations expressed in terms of meeting their required needs.
- 2.6** In all admission decisions, Green Corridor will pay due regard to equal opportunities and diversity and will make reasonable adjustments to facilitate the placement.
- 2.7** All placements are subject to availability of funding and funding eligibility criteria. Green Corridor recognises that our provision forms part of a regional and national framework which must prioritise and justify the use of limited resources
- 2.8** Parents/carers or young person's representatives may also be fee paying, but any placement decision will be subject to the same consideration as set out in section 2.2 as above.
- 2.9** Applications/referrals will be considered throughout the year. 'In year' admissions may be offered where a vacancy exists.
- 2.10** Where a preference of placement provision is under question and involves a tribunal or panel decision, Green Corridor will provide unbiased, honest assessment reports to support the best interests of the young person and reference to Section I EHCP.
- 2.11** If parents/carers contest a rejected application by Green Corridor any appeal would go to the CEO.
- 2.12** When a commissioner confirms in writing a placement less than 8 weeks before the requested start date, Green Corridor will make every endeavour to meet this deadline but cannot guarantee the date will be met as we may need to recruit new and/or specialist staff. In these circumstances a phased or otherwise adjusted start for the Child, Young Person or Adult (CYPA) will be arranged.
- 2.13** Green Corridor will pay close attention to the provisions of section F of the EHCP when planning a CYPA's program. However, we will balance this against the more dynamic provisions of section E. When it is in the best interest of the CYPA we reserve the right to make changes between annual reviews.

3. Procedures/processes

- 3.1** An initial enquiry may be made and an informal visit for parents/carers and their young person will be organised by Green Corridor Admissions team.
- 3.2** All applications/referrals will be received through the Admissions Officer at Green Corridor. The Admissions Officer will collate all relevant documentation received and distribute it to the

Admissions Panel members who will give full consideration to it. Further information, including evidence, may be requested from the local authority, or referring agents by the Admissions Team where necessary.

- 3.3** Wherever possible prospective young people will attend an assessment visit, ideally comprising one or two days at the Green Corridor site. This will give the Learner an opportunity to experience a range of learning activities with associated resources, as well as enabling direct initial observations and assessments. Where required, members of the assessment team may undertake direct assessments at the Learner's home or existing placement, the duration of which may vary.
- 3.4** Assessments will not take place without the permission of the Local Authority (unless the learner is involved in a tribunal in which case specific specialist assessments may be requested by other parties) Green Corridor will negotiate arrangements with the Learner's family or carers and inform the Local Authority of the arrangements made.

Purpose of the assessments is to ensure that:

- 3.5** The needs of the Learner are clearly identified.
- 3.6** The level and type of support needed (aligned to our provision and program offer) is identified
- 3.7** Resources can be provided in line with individual need on entry
- 3.8** Reasonable adjustments are identified for subsequent discussion and action.
- 3.9** Funding processes are satisfactorily met.

Assessment outcomes:

- 3.10** Assessment outcomes inform the decision of the Admissions Panel and form the basis of future baseline assessments. Outcomes facilitate individual multi-disciplinary planning, delivery, monitoring and evaluation of learning.
- 3.11** Once a decision has been made by the Admissions Panel the Learner and their parents/carers will be informed and the placement request report compiled and sent to the LA. This report provides detailed information obtained from the admissions and assessment process, including the fee structure and associated aspects of support and provision that Green Corridor will provide.

Transition support:

- 3.12** Green Corridor Admissions Team will determine via the assessment process if a learner benefits from support with entry transition and how that transition support should be organised. The direct assessment will help to inform this decision.
- 3.13** Transition support may take different forms, including continuing assessment by Green Corridor professionals at the learner's current placement or home or by the Learner attending Green Corridor for a planned programme.
- 3.14** The Admissions Panel will negotiate transition support needs with the local authority at the point of offering a placement. The cost of extended into entry transitions (of more than two full education days) will be charged based on the fee set from the direct assessment. Transition must be agreed by the local authority as part of the quoted fee prior to commencement. Details of the transition may be negotiated with the Learner's family or carers.
- 3.15** During the transition process the learner will appear on Green Corridor learner roll.

4. Appendix 1

Exceptional Extension to Educational Placements at Green Corridor

Green Corridor has offered up to a 3-year learning programme, the expectation is that, on completion of the programme, the learner will be prepared to engage with their next placement or provider. By prepared we mean that the Learner has:

- Undertaken all necessary elements, including completion of relevant coursework, unit/credit accumulation, and exams to achieve the qualifications they have been working towards, as identified on admission.
- Been supported in identifying areas of interest in vocational, leisure, living and social options – with the aim that a successful transition plan can be followed.
- Been made aware of various future options and supported to make choices about where they would want to live and what they want to do
- Been able to communicate those choices, and have those choices understood and respected.

Although 3-year learning programmes are offered, it is understood that placements are agreed for 1 year at a time, and following years are agreed based on progress made, and potential for future progress on the programme as identified through the placement review process.

Green Corridor Senior Leadership Team (SLT) will only consider extensions to placements (i.e., beyond 3 years) in exceptional circumstances. Those circumstances may include (but are not limited to):

- A learner being absent from Green Corridor for a considerable period, either due to illness or accident, that significantly impacts on their programme of learning.
- A learner not being offered placement with any other provider or service where other providers have been sought or have fallen through, and facing serious disruption such as being made homeless
- An identified educational need that can be best met at Green Corridor and in the best interests of the learner
- A request from the Local Authority to extend the placement.

To be considered for an extension, learners or their families or representatives should write to Green Corridor to make known their intention of requesting an extension. The request should include clear reasons why the placement should continue, risks associated with not continuing the placement, and describe what benefit continuing the placement would have for the learner. Green Corridor will acknowledge receipt of a written request within 10 working days (within term time, however this may take longer in holiday time).

Following receipt of a written request to extend a learner's placement Green Corridor may consult with the learner's Local Authority.

Green Corridor Admissions Panel will provide multidisciplinary advice to the Senior Leadership Team who will make the decision on suitability to extend the placement. SLT's decision will be based on the application made, the learner's personal situation in relation to the above-mentioned circumstances, and other available information (such as discussing with keyworkers, families, and other involved professionals).

SLT will also consider:

- Available vacancies - including places that have already been offered to other learners.
- Best interests of the learner – including the learners views and aspirations, any protection or safeguarding considerations, personal /family circumstances
- Programme content - including suitability, availability, and level of accreditation.
- Suitable peer group, both residentially and educationally
- Availability, capacity, and suitability of continuing therapeutic intervention.

- Support levels – understanding the expectation from Local Authorities that support levels should reduce over a programme, and that during an extension period support levels may be reduced further.

Green Corridor will communicate whether the request is agreed in principle or whether it is rejected. This will be done as soon as all relevant information has been collected.

No formal offer of extending a learner's placement will be made to the learner without first consulting with their Local Authority. Any offer made will be copied to the appropriate professionals within the Local Authority.

Please note that the decision to agree to extend a placement beyond the expected end date lies with the Local Authority. Green Corridor runs a planned three-year programme with progression built in at the end of each year. Some learners and/or their families request a fourth year.

Green Corridor remains neutral on this matter and if the Learner and/or their families come to an agreement with their Local Authority that a fourth year meets one or more of the criteria below, then Green Corridor will provide this fourth year. Provided that a fourth year:

- can show further progression.
- is qualitatively different.
- compensates for a gap in earlier provision.
- supports the welfare of the Learner.
- or another exceptional reason.

5. Appendix 2.

Green Corridor Admissions Criteria

Short version:

Green Corridor is a charity which admits young people both with and without a learning disability whose needs are related primarily to an Autism Spectrum Condition (ASC). Other young people whose primary needs are non-ASC can also be assessed where we judge we can meet need, as an autism-specialist provision.

We assess young people for day placements where other needs such as Down's Syndrome, Hearing or Visual Impairment, Demand Avoidance etc. are part of their Education, Health, and Care Plan. Therapy and positive behaviour support are integrated into all our placements.

Long version:

Green Corridor will admit a child, young person, or adult with or without a learning disability if they meet an appropriate number of these criteria:

1. Age: 16 – 25

2. Primary need: Autism Spectrum Condition (ASC). We also accept placements where the primary need is described as: Asperger's Syndrome, High Functioning Autism, Atypical Autism, Pervasive Development Disorder, Oppositional Defiant Disorder, Pathological Demand Avoidance or similar. Some non-ASC primary needs are similar in presentation, for example in communication and interaction needs, and we will assess such requests sympathetically. Some EHCPs use terms such as BESD, SEMH etc. for autistic young people. Where the need is primarily autism, we will consider such applications.

3. Secondary needs:

- Mental Health needs where community mental health services are already fully involved.
- Down's Syndrome
- Hearing Impairment
- Visual Impairment
- Pathological Demand Avoidance (PDA) / Extreme Demand Avoidance / Demand Avoidance
- Gender Identity or Gender Dysphoria
- Fragile X
- Other chromosomal disorders
- Other³: where we can meet need as an autism specialist provision.

We will not accept placements where there are significant mental health needs and community mental health services were not involved.

4. Health and Care needs: our Nursing and other staff can support learners with epilepsy, diabetes, and a range of other medical needs. We can also support learners with personal care needs. These will be individually assessed prior to offering a place.

5. The learner has an Education, Health, and Care Plan in place.

6. Privately funded placements: in exceptional cases we may take privately funded placements or assessment placements, but only if the learner has an existing EHCP and subject to criteria above.