

Admissions and Transitions Policy

Green Corridor is an 'approved section 41 provision' for learners with Special Educational Needs and disabilities and a registered charity. All learners attending Green Corridor must have an Education and Healthcare Plan (EHCP) to be considered for enrolment.

Green Corridor offers two courses of study, Employability skills based in Horticulture or Catering that prepare the learner for a positive destination. The next step can be into employment, supported internship, volunteering or social care. Each learner is normally offered up to two years to complete their course.

Prior to starting each learner must express an interest in either Horticulture or Catering. For example, a learner wishing to study music would not be offered a place.

Entry Requirements

- Must be aged between 16 – 25 at 1st September when they begin their course,
- Must have SEND and a current EHCP
- Must not have achieved a GCSE grade 9-4 (A*-C)

Please note that Green Corridor is a working horticulture site, with extensive areas of wood chip and other loose surfaces.

Admissions panel includes:

Admissions and Funding Officer, the SENCo, Head of Education, Head of Horticulture, Head of Catering, Head of Functional Skills and Careers Adviser.

The Enrolment Process

Pathway 1

Referral Form: Parents/Carers/School Staff complete the referral form attached (or on our website) and send it to admissions@greencorridor.org.uk. This is the most common and preferred route.

Then the potential learner will be invited to visit the site. During the visit, the suitability of a placement with Green Corridor will be discussed. At this point, if the Parents/Carers would like to go ahead with a referral, then they let their Local Authority SEN Caseworker know that they are interested in a placement at Green Corridor.

Once the caseworker sends Green Corridor the documentation referring to the potential learner, the Admissions Panel will decide on the suitability of a placement for that young person with us. Following both the visit and the Admissions Panel considering the

application, Green Corridor will respond to the applicant with either a rejection of consultation or an offer of a placement. The Local Authority decide whether to accept our offer of a placement or not.

If the placement is agreed by both Green Corridor and the Local Authority, we then arrange transition for that young person. The young person will be invited to the Green Corridor premises to complete an initial assessment which identifies the current academic level they are working towards.

Pathway Two

Formal Consultation: Local Authority SEN caseworker sends us documentation requesting a placement. Green Corridor will then invite the young person and their parents/carers out to the Green Corridor premises. During the visit the suitability of a placement at Green Corridor will be discussed.

The documentation is then considered by the Admissions Panel. Here a decision is made regarding the suitability of a placement for that young person with us. Following both the visit and the Admissions Panel, Green Corridor will then respond to the application with either a rejection of consultation or an offer of a placement. The Local Authority decide whether to accept our offer of a placement or not.

If the placement is agreed by both Green Corridor and the Local Authority, we then arrange transition for that young person. Once a placement has been agreed, the young person will be invited to Green Corridor to complete an initial assessment which identifies the current academic level they are working towards.

Therapy and medical Needs

Green Corridor will make an assessment whether therapy and or medical needs can be met within its ability to commission these services.

Most therapy needs will be met by commissioning therapy time as indicated in the EHCP or most recent therapy report. Within the assessment period, therapists will examine learners' EHCPs and explore costs of the equipment needed. They may liaise with the student's current setting, therapists, and parents. This is to enable us to have a clear costing structure and to be able to order equipment if needed as soon as the place is confirmed by the Local Authority.

An assessment of the Green Corridor's capacity to meet medical needs will be made with the parents/carers during the assessment. If specialist services are required, then this will be requested from the relevant Local Authority as a condition of a placement offer. Where a learner may need to be admitted to hospital during the day this would be communicated to the parent/carer as to which hospital and the reason.

Behaviour

Green Corridor will assess whether the needs of learners can be met at the admissions panel. We would need to be satisfied that an applicant's behaviour does not place other learners or staff at risk of harm or that it would impact on the efficient education of other learners. Where there are strategies identified to meet behavioural needs, Green Corridor would need to be sure that these strategies could be applied or delivered within Green Corridor's capacity and resources. Where a learner is identified as needing any element of 1:1 supervision because of behavioural needs this would need to be funded separately in addition to educational costs by the Local Authority.

How places will be allocated in the case of oversubscription

Green Corridor will assess applications received throughout the year preceding the start of a course. In the case of oversubscription priority will be given firstly to learners who have themselves or whose parents have, on their behalf expressed a preference for Green Corridor. Secondly, priority will be given to learners who live in the area closest to Green Corridor, so that they are able to access the community facilities in their own home area.

Once a place is offered:

If a place is to be offered, Green Corridor will contact the SEN department and a start date will be identified. Learners will generally join a course in September or very soon afterwards (unless it is an 'in year' application – see below).

Before beginning a course at Green Corridor

An initial assessment in Maths and English prior to the learner starting will need to be completed. An induction period will be held during the summer term before they start their course, if needed or requested.

All admissions paperwork must be completed before the young person can be formally enrolled at Green Corridor. Learners with medical care needs must provide a medical care plan produced by their doctor or community nurse. If they are unable to provide these documents in advance, or if the young person has more complex medical needs, a member of staff from their current setting should accompany them. The induction period will be an opportunity for learners to meet those who will also be taking the same course, and to familiarise themselves with the site, staff, and course requirements.

Applications during the academic year

Any applications received during the academic year will be assessed for a place with Green Corridor in the same way following our enrolment process. A learner may start at a different point of the academic year once an assessment has been made of their suitability. In general, if a learner was to start after the initial intake in September, then it is likely that this would be at the start of Spring or Summer term. If a learner starts after the September intake,

then this will impact on the completion of their course, and we will assess this on a case-by-case basis.

Appeals Process

Following a panel all applicants will be advised of the decision to offer a place. If a place is not offered applicants will be informed of the reason for the decision. Where an applicant wishes to make an appeal they should write to the Green Corridor CEO, giving the reason for which, they wish to make an appeal. An appeal panel of at least the CEO and one trustee will consider the appeal. All appeals should be made within four weeks of decisions letters being received.

Transitioning from Green Corridor

When a learner is moving on from Green Corridor it will be made clear in the annual review that this is the final year. Green Corridor will look for suitable placements in conjunction with the Local Authority.

Any learners leaving at the end of the academic year will have an annual review in the autumn term to give the Local Authority and parents and carers, with help from Green Corridor, time to find a suitable placement or positive destination.

Once a suitable placement is identified and agreed Green Corridor will liaise with the new provider over the process of transition and, where appropriate, put in place a transition plan. This can include visits, taster days and transition meetings to ensure the transition is as smooth as possible.

Once a learner has moved on, Green Corridor keeps in touch with learners to see how they are doing in their destination and to help with any transition needs that might come up.

Links with other policies

This Admissions statement is linked to the:

Bursary Policy

Document Control

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2 nd Approval	Ashley de Safrin