

Policy Number:  
Policy Date: 19/08/2021  
My Life Learning



Policy to be Reviewed: Annual Basis

# My Life Learning Admissions Policy

Reviewed:  
Date for Review: August 2022

## **1. Introduction**

1.1 It is the aim of My Life Learning to deliver an educational offer that is tailored to fully meet the holistic needs of each individual learner who successfully gains a place onto a My Life Learning study programme.

1.2 My Life Learning has an inclusive admissions approach to meeting needs of individuals wishing to study with us. My Life Learning does not have narrow or specific admissions 'criteria' which must be met in order to apply for an educational place.

1.3 The approach of My Life Learning towards allocating places involves ascertaining an applicant's individual needs and aspirations to ensure that we can provide the best educational service to meet requirements.

1.4 My Life Learning is fully committed to Equality, Diversity and Inclusion of all students and staff.

## **2. Initial Enquiries and Referrals**

2.1 Initial enquiries and referrals are accepted from individuals as well as the Local Authority.

2.2 An appointment will be made for the young person, parents or carers to visit the My Life site and college. The enquiry is then placed in the My Life funnel.

2.3 Following a tour of the site, the young person and parents or carers must complete an application form for My Life Learning if they decide the college is a suitable option. This will enable us to proceed with our assessment process.

## **3. Referrals Process**

3.1 Referrals can be made in two ways. either a self-referral or a referral through the Local Authority.

3.2 All referrals must be accompanied by the young person's current EHCP.

3.3 Once a referral has been received, an assessment will be completed to assess if we can meet the young person's individual needs and aspirations.

#### **4. The Placement Assessment**

4.1 The Placement Assessment will be conducted by a member of the Admissions Team and will take place at the young person's current placement or at their home. This assessment is based purely on the knowledge of the young person by people who know them well and where appropriate will include the views of the young person themselves.

4.2 The placement assessment will be used to determine if the college believes it is able to meet the young person's needs, based on the presenting information.

4.3 This assessment will also be used to determine the level of funding we believe is required to fully meet the individual's needs, based on presenting information.

4.4 A report will be completed by My Life Learning following the assessment process.

4.4 Funding levels may require review based on the presenting needs of the young person once they have taken up placement and/or as part of the initial assessment review process that takes place during the first term.

4.5 The agreement in principle will take into consideration the available high needs funding from the placing Local Authority and whether or not the funding is sufficient to then meet the identified needs of the individual based on that funding

#### **5. Funding Arrangements**

My Life Learning accepts referrals from any Local Authority within the North West.

#### **6. Preparation for College**

6.1 Once funding has been confirmed by the Local Authority, a transition process will be agreed. This will be based on the needs and wishes of the individual but is not anticipated to take longer than two weeks of phased induction.

6.2 A welcome pack will be sent out to the young person or their representative detailing all relevant contact details/forms/consents to be returned to college at the start of term.

#### **7. Initial Assessment Review**

7.1 An initial assessment and EHCP review will take place within six weeks of the placement commencing.

7.2 This meeting will be used to share information from initial assessments and to advise of current learning levels for the young person. At this stage we will also determine the destination (i.e. what the young person wants to do when college ends) and the programme of study that they will be following in order to help them achieve this.

## **8. Placement Refusal**

8.1 My Life Learning reserves the right to not offer a place where we believe that 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.

8.2 My Life Learning may also refuse a placement where the needs of the individual are such, that they are likely to have a significant negative impact on the learning of others.

## **9. Placement Review**

9.1 In the event that My Life Learning determines that it can no longer meet the needs of a young person, a placement review will be called to discuss the reasoning for this and potential options going forward.

9.2 If a young person ceases to engage with the college and therefore is no longer making progress, we will take all 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.

9.3 If the behaviours of a young person are having an adverse effect to the learning or welfare of others, and after all reasonable behavioural support has been put in place, a placement review will be called. My Life Learning reserves the right to temporarily exclude any young person where their behaviours are adversely affecting the learning or welfare of others, pending a placement review meeting.

9.4 If after having explored all reasonable options, the behaviour of any young person continues to put at risk the learning or welfare of themselves or others, My Life Learning reserves the right to terminate the placement.

9.5 In the event where it is identified for specific reasons that a young person requires additional funding in order for the placement to continue, any agreed action plan will not be put in place until this funding had been agreed by the responsible Local Authority.

## **10. Appeals Process**

10.1 Any parent of/or unsuccessful applicant wishing to appeal against the refusal of a place at My Life Learning must do so in writing to the Chair of the Board of Trustees. The Board of Trustees will review the decision documentation and inform relevant people of the outcome. The decision of the Board of Trustees is final.

10.2 Any refusal by the Local Authority to place a young person with us who wishes to attend My Life Learning, must be taken up using the relevant Local Authority Appeals Process.