

Ascent admissions stages to be implemented.

STEP	WHEN	WHAT	PARENT/CARER ACTION	ASCENT ADMISSIONS TEAM ACTION
1	3 - 4 years prior to attendance (parents of year 9 YP)	Parent/Carer Open Day or invite to café/events	<ul style="list-style-type: none"> One Open Day/café/event per term is available. Advertised through website and social media channels Visit the campus and see all that Ascent has to offer. Prospective student is welcome to attend, but does not need to as dedicated days are set aside for them to visit. 	<ul style="list-style-type: none"> Provide information pack to parents about our admissions process, and signposting to external information.
2	2-3 years before start date	Parent/carers expression of interest form	Young Person (YP) and family request Admissions Enquiry Form (AEF), to complete and return to Admissions.	Review completed AEF and risk screen. If agreed, send invitation to YP to attend a Young Person Experience Day
3	2 Years before start date	Young Person Experience Day (group sessions)	YP attends Experience Day on campus	<ul style="list-style-type: none"> Review feedback on YP's interests and involvement in the Experience Day. Assess whether Ascent College can meet YP's needs and aspirations. Having reviewed all feedback and paperwork to date, Admissions Team send out Admissions Application Form to family for completion and return
4	2 Years before start date	Admissions Application Form - Parent/Carer Expression of Interest Form	<ul style="list-style-type: none"> Complete and return Admissions Application Form, ideally within two weeks of receipt. Additional key documents will be requested at this stage, e.g. EHCP, BSP, key reports, etc. 	The Admissions Application Form is assessed by the Admissions Team, and a 1:1 online (Teams) IAG session for the family is arranged, to discuss details of the application
5	1-2 years before start date	1:1 Information, Advice & Guidance (IAG) session	Meet (virtually) with the Admissions Team to discuss specifics of the application, as detailed in the documents submitted.	<ul style="list-style-type: none"> Admissions Team review all documentation and feedback to date, to assess needs and aspirations of YP. Once agreed, an invitation for a 1:1 Assessment Day with the YP will be sent
6	12-18 months before start date	Young Person Assessment Day (individual by YP)	<ul style="list-style-type: none"> Arranged on dates, in agreement with YP and family, from January through to October half-term (for intake in September the following year) 	Within four weeks of the Assessment Day, a Pre-Entry Assessment Report will be prepared and presented to the Admissions Panel.

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			<ul style="list-style-type: none"> YP visits curriculum areas of interest, meets key staff, discusses their preferences. 	
7	10–18 months before start date	An offer can be sent to the YP along with the LA	Once the offer has been accepted and funding has been confirmed by the local authority, then the College can start the enrolment process with the YP.	Start enrolment and on boarding process.

Note: We recognise it is not always possible to begin the admissions process so early.

In these cases, please contact Admissions to discuss your situation. Email: julietdoherty@wargravehouse.com Tel: 01925 224899

Decisions

The college Admissions Panel meets every week during term time to consider parent/carer applications and applications from local authorities. This panel decides on who will need assessment and makes decisions on those already assessed.

What the Panel considers

- ❖ Is the college suitable for the young person's age, ability and special educational needs?
- ❖ Is the college able to deliver all the special educational provision in Section F of the young person's EHC plan?
- ❖ Have parents or carers expressed a preference for the college? (Or in cases of dispute does the local authority intend to name Ascent College on the EHC plan?)
- ❖ Would the young person's attendance be incompatible with the education of other learners at the college that they would come into contact with on a regular day-to-day basis, or with the use of college resources?
- ❖ Is there a place available for the young person?

Making an offer

- ❖ If an offer is made, we will inform parents or carers and the local authority. The offer will be conditional until local authority funding is approved and subject to the place being available at that time.
- ❖ If an offer is not made, the decision of the Head of Adult Services is final, but we will always explain our reasons.

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Inform us if you plan to appeal

If you decide you will appeal it is important that you let the Admissions team know as soon as possible. We will notify the Head of Adult Services who will advise if the place is still available. We then try to provide you with evidence and support, but what we can do will depend on various factors including the number of appeals taking place at the time.

On acceptance of place: Induction

The course induction will take place on the first half term of their course. Each student will be subject to an induction / initial assessment period, the purpose of which is to establish and/or consolidate subject baselines ensure that the student is on the correct course and that they receive the personalised support that is required. The initial assessment will allow the teacher to complete the students Individual Education Tracker and to assess the students for any additional learning needs.