



Admissions Policy

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Introduction

We believe this policy should be a working document that is fit for purpose, represents the college ethos, enables consistency and quality across the college.

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many existing data protection rules and regulations that educational establishments adhered to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

Liberty College focuses on working with young people aged 16-25. We understand that starting a new education provision can be a daunting experience. Using this policy, Liberty College hopes to make this process as smooth as possible for all involved, ensuring learners receive the appropriate level of care to meet their individual needs.

We will consider all applications for admission as we are an inclusive college and will admit learners without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any young person with a statement of special educational needs that names this college providing we can meet their needs.

We as a college community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of college life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this college to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this college.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To establish and maintain a fair and open admissions policy.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools, colleges and the local authority to share good practice in order to improve this policy.

Admissions Procedure

The admission of learners with EHCPs to specialist post-16 provisions (SPI) is a decision for the local authority (LA) who has statutory responsibility for arranging their provision. There are admission criteria that are applied in order to determine if a particular post-16 provision would be a suitable placement.

If suitable, the LA will name Liberty College in Section I of the EHCP after the Year 11 Annual Review. This will state the requirements of the young person before admission into our provision.

Liberty College aim to accept all named learners on to courses providing that the college can meet their needs.

When considering applications, Liberty College will always give the highest priority to meeting both the needs of the learner who has applied and to those already offered a place on a course. We will make every effort to appropriately match any learners to the most suitable and appropriate course and group or one to one provision. All applications will be dealt with promptly and efficiently.

Enquiries and tours can be made either by phone, email, via the website, or in person. Contact details will be taken, and an invitation will be made to attend the next available open event.

Any non EHCP applications will be needs assessed on a case by case basis and dependent on availability.

The Head of College, Directors and Advisors (Governors) reserve the right to refuse admission in the following cases:

- Places are fully subscribed and admitting learners over this number would be incompatible with the provision of efficient education or the efficient use of resources.
- The college would be unable to meet the needs of the learner, after carefully considering all possible adaptations.
- Admission of a learner would compromise the Health and Safety of learners and/or staff within the college, or would seriously compromise or disrupt the education of learners already within the college.

For further information on admissions, please contact the Local Authority SEND enquiries hub:

Email send@kent.gov.uk

Call 03000 41 99 94

Responsibility for the Policy and Procedure

Role of the Head of College

The College, as the admissions authority, has:

- a duty to consider all applications to this college fairly and openly;
- delegated powers and responsibilities to the Senior Leadership Team to ensure all college personnel and visitors to the college are aware of and comply with this policy;
- responsibility for ensuring that the college complies with all equality's legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- attend training related to this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the Youth Participation Group in:
 - determining this policy with the Head of College;
 - discussing improvements to this policy during the college year;

- organising surveys to gauge the thoughts of all learners;
 - reviewing the effectiveness of this policy with the Directors.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Senior Leadership Team

The Senior Leadership Team, in conjunction with the Head of College, will:

- report to the Head of College every term;
- ensure all prospective parents are fully aware of the:
 - admissions criteria;
 - how to apply;
 - appeal process;
 - role of the admissions committee.
- ensure that all applications are looked at fairly and openly;
- work closely with the Head of College;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with learners, college personnel and parents
- annually report to the Head of College on the success and development of this policy.

Role of Parents/Carers

Parents/carers must:

- be aware of and comply with this policy;
- apply by using the appropriate LA channels and application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful by following the procedure as set out in the letter received from the local authority/the college;
- when preparing for the appeal parents/carers may seek help from such agencies that support parents/carers by helping with:
 - the letter of appeal
 - understanding what happens at the appeal hearing
 - how parents/carers can complain about the way the appeal was carried out.

Role of the Data Protection Officer

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;
- inform the college and college personnel about their obligations to comply with the GDPR and other data protection laws;

- ensure data management is strengthened and unified;
- monitor compliance with the GDPR and other data protection laws;
- manage internal data protection activities;
- ensure risk and impact assessments are conducted in accordance with ICO guidance;
- report data breaches within 72 hours;
- ensure individuals have greater control over their personal data;
- ensure that prior to the processing of an individual's data that:
 - the process is in line with ICO guidance;
 - the process is transparent;
 - the individual will be notified;
 - the notification is written in a form that is understandable to learners;
 - when sharing an individual's data to a third party outside of college that details for the sharing are clearly defined within the notifications.
- share an individual's data where it is a legal requirement to provide such information;
- process all written subject access requests from individuals within 40 days of receiving them;
- have in place a formal contract or service level agreement with a chosen data processor who is GDPR compliant;
- ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
- train college personnel;
- conduct audits.
- be the first point of contact for supervisory authorities and for individuals whose data is processed;
- keep up to date documentation of all data protection activities.
- periodically report to the Headteacher and to the Directors;
- annually report to the Directors on the success and development of this policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the college website
- the staff policy folder
- meetings with parents such as introductory, transition and parent-teacher consultations
- promotional events
- meetings with staff
- Sharing with new college personnel
- Sharing with all college personnel when updated/amended
- Sharing on CPOMS library for ease of access

Training

Training will be provided by an accredited trainer for all members of the senior leadership team that deal with:

- All aspects of this policy
- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any learner and it helps to promote equality at this college.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Head of College.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Head of College by the Senior Leadership Team for further discussion and endorsement.