



# **The William Henry Smith Specialist College**

## **Admission Policy**

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### Policy Details

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<b>Status:</b>	<b>In-house</b>
<b>Frequency of review:</b>	<b>Annually</b>
<b>Lead member of staff:</b>	<b>Leanne Clarke</b>
<b>Last reviewed:</b>	<b>Summer 2025</b>
<b>Next Review Date:</b>	<b>Summer 2026</b>
<b>Policy Number:</b>	<b>CWC4</b>

## **1.0 Introduction**

The William Henry Smith Specialist College is for young adults who have additional social, emotional and mental health needs and prepares them for adult life and facilitates their transition into further education, higher education, training, employment or semi-independent living.

We provide education, health, and therapy through the delivery of proactive, creative, and person-first responsive practice steeped in trauma specialism.

The William Henry Smith Specialist College provides day provision for 25 learners aged 16-25. Learners study on programmes that are appropriate to their personal learning needs and all learners follow a completely bespoke pathway. All pathways include the 'Preparation for Adulthood' framework.

Admission to the college is by way of an Education Health Care Plan produced by the relevant local authority. Parents/Carers may also make enquiries themselves and then they can communicate their wishes with their local authority. The William Henry Smith Specialist College considers all consultations individually.

The college will not consider offering a placement to a young person whose specialist needs are incompatible with the efficient education of the other young persons and the efficient use of resources.

We actively welcome all applications in accordance with our Equal Opportunities Policy and Equality and Diversity Policy.

## **2.0 Admissions Process – Day learners**

Prospective learners are invited to visit the college giving them and parent/carers the opportunity to view all aspects of the college. They and their parent/carers will have the opportunity to view the college, talk to learners and staff, and see information about courses and the college, including a prospectus. Alternative arrangements are made for anyone who is unable to visit.

## **3.0 Admissions Policy**

The college Admissions team meet to review consultation forms. This initial part of the process is for early identification of anyone who may not meet the admissions criteria or may require further specialist resources. If an applicant does not meet the admissions criteria the college will inform the local authority providing a written response.

Pre entry information is collected from relevant stakeholders associated with all potential admissions. This would include previous schools, social workers/care managers and any other professionals involved. A copy of the draft Education Health and Care Plan (EHCP) is requested either from parents/carers or from the local authority if this is available. This additional information may identify that the applicant does not meet the required criteria or it may identify specialist resources not included in the original consultation. As previously stated, if an applicant does not meet the admissions criteria the college will refer them back to their local personal advisory service within the local authority for advice on alternative provision.

The College Admissions team summarise the prior information and the clinical and education team work collaboratively to produce a Positive Behaviour Support Plan and Risk Management Plan for each potential learner. This initial information will inform the college staff of the support needs of each young person to ensure that these are met during the initial assessment process.

The applicant is invited to attend the college and to meet staff, learners and to familiarise themselves with the site. Learner admission visits are planned according to the young persons' and parents/carers specific needs and requirements. Some young persons may require several visits for assessment to take place.

The College Admissions team meet regularly to discuss potential admissions, the initial assessments and address any issues which may arise during the process.

Following the assessment, the College Admissions team decide if the young person will be offered a place referring to all of the information collected prior to the assessment and during the assessment period. Assessment information forms part of the documentation used to secure the correct funding.

These factors are assessed and recorded during the assessment by all members of staff working with the prospective young person. Places will be offered on the basis that the prospective young person wants to come to The William Henry Smith Specialist College and the college feels it can effectively meet their needs.

An introduction pack including a start date is sent out to new learners; prior to starting at the college.

All the information collected about the young persons informs initial timetable construction alongside baseline assessments completed at the college. This also informs allocation of staffing with both personal tutor and key worker.

When a young persons start at the college they receive a comprehensive induction. This is delivered by their Personal Tutor, Key Worker, and other members of college staff.

The new young person's transition plan will be reviewed and other documents updated. Each young person has relevant Risk management plan, including a Positive Behaviour Support Plan.