**Purpose**

Sheaf Training works closely with Sheffield Local Authority and Youth Services. We are only able to admit learners who:

* Are aged 16-19 and have been referred by the LA SEND Team with agreed funding to support their High Needs provision
* Are aged 16-24 who have an EHCP that names Sheffield City Council - Sheaf Training

The High Needs provision at Sheaf Training is intended to complement already existing education services in Sheffield. We are committed to providing the best possible opportunities for young people to prepare them for adult life.

**Scope**

Admissions to High Needs provision at Sheaf Training Centre

**Responsibilities**

All LLS staff involved in the delivery of training and support of learners on the High Needs provision at Sheaf Training

**Admissions**

The following guidelines are used to inform our Admissions process:

* Sheaf Training will consider any application from any individual aged 16-24 with an EHC Plan. All aspects of equality and diversity will be taken into account.
* An important aspect of the admissions process will be to ascertain that learners are willing and able to engage with the curriculum offer whilst keeping the young person and others safe. We acknowledge that a learner’s mental capacity may impact on this assessment and Sheaf Training will endeavour to ensure that all reasonable efforts are made to arrive at the best decision for the young person.
* Sheaf Training will offer an assessment in consultation with the young person, family and carers including short visits to the site to or Sheaf Training staff visiting students in their current setting. Any assessment outcome will be shared with those involved and they will have the opportunity to contribute
* Sheaf Training will provide information about our provision, programmes available, content of the study programme and qualifications offered.
* Sheaf Training will provide clear guidelines to young people and parents/carers regarding what is expected from them and what they can expect from our provision.
* Sheaf Training will make every effort to obtain appropriate and relevant information about a young person before making a decision to offer a placement.
* Sheaf Training will ensure that the young person, their parents/ carers and other stakeholders are kept informed throughout the admissions process either directly or through the referral agency.
* Sheaf Training will work with the young person, schools, local authorities and other external stakeholders to ensure appropriate and relevant information sharing is agreed and that information is shared in a timely manner.
* When information is collated and where appropriate a safeguarding risk assessment will be formulated. This will inform decisions on supervision levels and safe working practices. All admissions will be considered within the framework of Sheaf Training’s Safeguarding Policies.
* Sheaf Training will individually cost each placement based on the young person’s needs to ensure that sufficient support is in place for each individual. Sheaf Training will provide the local authority and other funding bodies with sufficient information to justify the level of funding requested. The EHC Plan process takes into account different agencies working together with health and social care budgets contributing to the young person’s programme.
* In the event of new, or unexpected risks becoming apparent then Sheaf Training will consider the implication of these to ensure that the young person’s study programme can be maintained safely or whether new practices need to be implemented. If it is not possible for risks to be managed safely then Sheaf Training will work with all stakeholders to find more suitable provision.

**Procedure**

The following outlines the basic procedure for admissions to High Needs provision at Sheaf Training:

* Initial Enquiry – Young people, parents/carers, schools, local authorities, careers advisors etc. can make an initial enquiry about placements. Young people and their parents/carers should make their enquiries in consultation with Youth Services/Sheffield Local Authority SEND Team
* Sheaf Training will ensure the individual making the enquiry and the young person has an understanding of our offer.

* Sheaf Training will gather initial information about the needs and interests of the young person alongside relevant information from schools or other providers.
* Sheaf Training will make an initial decision about whether or not the enquiry should proceed.
* Initial Visit – If the initial enquiry indicates a placement might be possible, the young person and their family/carers may be invited for an initial visit to the site

**Admissions Panel**

* Applications will be reviewed at an admissions panel meeting where a decision to offer a place will be made, pending the Local Authority’s final decision.
* Support levels and staffing requirements will be identified and any additional funding required will be quantified. The start date would also be agreed. Typically students start in September and follow a study programme of 580-600 hours.
* For mid-year starters, every effort will be made to start the student as soon as possible, but a decision will be made to consider a suitable entry point when an appropriate programme can be confirmed.
* Transition support will be offered to students who require this. This may be in collaboration with our partner providers. A transition programme could include further visits to the young person’s existing provision, visits to Sheaf Training or training providers, social activities, taster sessions and opportunities to develop relationships with mentors

**Role of the Local Authority**

* The Local Authority will consider a young person and their family’s preferred placement and determine what placement should be named in an EHC plan.
* Decisions about whether Sheaf will be named in an EHC plan for new admissions should be made by the Local Authority by 31st March in the academic year before the student starts.
* The Local Authority will provide Sheaf Training with a proposed EHC plan and give 15 days for Sheaf Training to respond. Sheaf will use our procedure above to provide a response to the Local Authority and indicate whether we are able to meet need without impacting on the efficient education of other students.
* If the Local Authority does not consider a referral for a High Needs placement at Sheaf Training to be appropriate then it will not be possible for Sheaf to proceed with the admission.
* Decisions about naming Sheaf Training within EHC plans are made by the SENDSARs team within the Local Authority after consultation between the two.

**Progression within Sheaf Training**

* Progression reviews will occur during the academic year and progression preferences will be communicated to both Sheffield LA and Sheaf Training admissions panel. They will consider issues such as the progress the young person has made towards their EHCP outcomes, their expected progress, their continued support needs and suitability of progression to other training providers, employment and other adult life outcomes.
* The young people and their parents/circle of support will be involved at all stages of this process.
* The Admissions Panel meets at least monthly. They will assess the enquiry and collectively agree whether or not to proceed at the end of each stage of the admissions process. This panel will work closely with the agencies involved in writing and reviewing EHC Plans
* Before offering placements, the admissions panel collectively assesses risks and support needs to ensure that appropriate provision is in place before the students start. New or belated information may lead to a delay in any decisions.

**ADMISSIONS FLOW CHART**

**Initial Enquiry from parent/school/Futures**

**Initial information gathering by Sheaf**

**NO**

**Sheaf Admissions Panel**

**Refer back to existing provision**

**Support in finding alternative provision**

**YES**

**Pre-entry Assessment and further information gathering**

**Parent/Young Person preference expressed**

**Discussion with family/school. Visit to Sheaf arranged as appropriate**

**IF SHEAF**

**Local Authority SEND team consider referral to Sheaf**

**YES**

**Proposed EHCP received by Sheaf.**

**NO**

**Proposed EHCP sent to Sheaf by SEN team**

**NO**

**Sheaf Admissions Panel considers EHCP provision**

**Local Authority identifies alternative education option.**

**YES**

**Offer of a place**

**Transition Programme (as required) and start date agreed**