



VTC Admissions Policy

Approved by:	Head Teacher/Advisors	Date: 21 Sept 2023
Last reviewed on:	September 2023	
Next review due by:	September 2024	

Introduction

Vocational Training Centre (VTC) Independent School caters for boys and girls aged 14 to 18 with Education, Health and Care Plans (EHCP) identified with:

▪ Social, Emotional & Mental Health Needs (SEMH)

but could also have co-morbid needs including:

- Autistic Spectrum Disorder (ASD)
- Attention Deficit Hyperactive Disorder (ADHD)
- Oppositional Defiance Disorder (ODD)
- Moderate Learning Difficulties (MLD)
- Specific Learning Difficulties (SpLD)

Admissions:

The students need to match the following criteria:

- Must have an EHCP or are in the process of applying an EHCP, with supporting documentation.
- VTC must be the named school on the EHCP, if your young person is being referred to us and in the process of having VTC as a named school on the EHCP.

As well as having an EHCP, the students may fall within the following categories:

- Permanently excluded from mainstream school
- At risk of permanent exclusion
- Students new to the authority who were previously educated in an alternative setting
- Students new to the authority who have a history of disrupted education
- Students referred for alternative provision on either a full-time or part-time basis

Also, as a specialised vocational school, students must have a motivation towards a vocational offer delivered at VTC.

All applications for places at VTC Independent School will be managed by the Headteacher and the referring organisation. It is required that a referral to VTC will come directly from the referring organisation.

All referrals will be supported by detailed information from the referring organisation, including the EHCP and Person-Centred Annual Review (PCAR) where relevant. This will form the basis of an initial risk assessment and will help us decide if the VTC provision is appropriate, and if so provide:

- The most appropriate provision
- The nature and duration of the placement
- The appropriate student

If, based on the information available, it is felt that VTC Independent School can meet the pupil's needs, a meeting will be arranged. This will be a school visit to meet the pupil, parents/carers and social worker/support worker where appropriate. Other services, agencies (e.g., KCC, Medway LA, Social Services etc), parents and carers will be asked to supply additional information to support the referral process, including a detailed risk assessment of presenting needs.

Places are offered only when agreement has been reached with VTC Independent School, the referring organisation and parents or carers.

Placements:

VTC Independent School has the responsibility for allocating provision for the referrals that meet the admission criteria. An agreement will be drawn up between the referring organisation and the School based on the following:

- Funding and number of days per week.
- Pupil support
- Transport arrangements
- Duration of placement
- Placement review

- Transition and destination points
- Updated EHCP and targets taken from recent Annual Review
- Strategies and interventions that work
- Multi-agency involvement
- Risk Assessment

Any referrals that fall outside of the admissions criteria will be considered on a case-by-case basis and individuals may be offered a placement if the appropriate funding and support can be secured.

Once a placement is agreed, all students will attend a structured induction programme. This allows time to facilitate a range of assessments and to ensure that the pupil's timetable can be best matched to meet their individual needs.

An assessment period will be defined, where VTC Independent School will be able to identify whether they can meet the needs, or not. If the placement is evidently unsuitable, the placement will be ended, and the referring organisation will be informed as soon as is practicable.