

Student Admissions Policy

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Introduction

Our aim at ELATT is to place each student on the right course with the right level of support. Through this we can ensure that each individual has the maximum opportunity to achieve. In this Policy we set out how we can support you, and where we may not be able to provide the right programme for you.

Priority Groups

ELATT is a charity with a mission to help disadvantaged people flourish in life and work. Therefore, in keeping with our charitable purpose we reserve the right to prioritise individuals from the following groups:

- Students with Special Educational Needs (SEN)
- Students with Educational Health Care Plans (EHCP)
- Looked-after children and unaccompanied minors (looked after children who had no parental supervision upon entering the UK)
- Long-term unemployed and NEET
- Refugees and asylum seekers
- Newly-arrived migrants

What is the right course?

The *right* course means:

- That you want to study the subject, are interested in it and believe that it will help you towards achieving your life or work goals
- That the level of learning is not too easy that you become bored
- That the level of learning is not hard that you become unable to keep up
- That the hours of study and location are practical for you
- For a complete list of our courses, please see: www.elatt.org.uk/courses

What should you do if we don't run the right course for you?

Our experienced and qualified Information, Advice and Guidance (IAG) team will discuss the courses with you to ensure you are enrolled on the course that best matches your needs. However, if our courses are not suitable, we can provide guidance to further options in the local area.

What is the right support?

The *right* support means that we have the necessary expertise and resources to support your *physical, learning, financial and wellbeing* needs.

Currently we can offer the following support for people with *physical* needs:

Mobility needs

- Access for people with restricted mobility at our main site and our community venues.

Visual needs

- Access to accessibility options such as screen magnification, text-to-speech software and text readers for exams. Most of this software is now built into the computer's standard operating system.

Hearing needs

- Access to a British Sign Language signer in class subject to availability of funding.

Currently we can offer the following support for people with *learning* needs:

- Access to additional English and maths support
- Small classes with fifteen students or fewer, meaning you have a high level of support from the teacher

Currently we can offer the following support for people with *special educational needs*:

If you are 16-25:

- A Disability, EHCP and Liaison Officer to discuss your needs
- A dedicated SEND team who can support core subjects
- One-to-one support by a keyworker or teaching assistant (TA) whenever required
- Speech and language therapy

In addition, if you are over 25:

- Support with accessing adult learning disabilities services, including a needs assessment.

Currently we can offer the following support for people with *financial and wellbeing access needs*:

- Access to a Bursary fund for students aged 16-19 (or 16-24 if you have an Educational Health Care Plan) to help towards your course costs such as travel, food and equipment
- Access to a free, confidential Debt and Welfare Advisor when you are struggling financially and need help making ends meet
- Access to financial support through the Student Hardship Fund for emergency support for students aged over 19
- Help with childcare and travel costs to enable you to study
- Access to an employment advisor through the National Careers Service

What physical, learning and wellbeing needs are we unable to support?

Our courses are stepping stones into employment or further vocational training. For this reason, we are not able to support students with profound and multiple learning difficulties, or learners with intellectual disability.

Given the vulnerable nature of many of our students, it is vital that we provide all our students with a safe and welcoming learning environment free from undue risk of harm. For this reason, we are not able to support students with a recent record of serious violence, including, but not limited to, illegal use or possession of knives.

Wherever necessary, such cases will be reviewed by the Consultation Panel, comprised of the Vocational Learning Manager; Designated Safeguarding Lead for Sixth Form; Disability, EHCP and Liaison Officer; Keyworker; with the Head of Vocational Learning wherever necessary.

How we assess whether we can offer applicants the right support

When you first ask us about joining a course, we will give you an assessment looking at:

- Your eligibility, as we are unable to support people who are in the UK on student visas or work visas. If you're over 19, you may need to provide us with documentation that shows you meet our funder's eligibility criteria
- Your subject skills in the subject you want to study. To find out the entry requirements of the course you want to study please visit www.elatt.org.uk/courses
- Your English and maths ability
- Your employability skills
- Your physical and learning needs.
- Your wellbeing support needs
- Your attendance history if you have taken courses at ELATT before

We can also support and offer courses to learners who are:

- On the autism spectrum, without intellectual disability
- Students with Educational Health Care Plans
- Students with learning difficulties, such as dyslexia and ADHD

Our Disability, EHCP and Liaison Officer will meet to discuss your needs and whether we have the support necessary. This decision will then be reviewed by the Consultation Panel. The Consultation Panel consists of the Vocational Learning Manager; Designated Safeguarding Lead for Sixth Form; Disability, EHCP and Liaison Officer; Keyworker; with the Head of Vocational Learning wherever necessary.

After the assessment, we will let you know whether we believe we have the right course and the right support for you.

- If we can offer the right course and the right support to you and you meet the project's eligibility requirements, **we will offer you a place on that course following analysis of need from our Priority Groups stated in the Introduction to this Policy.**
- If that course is already full, we will offer you a place on the next course of the same subject and same level, and we will also keep your name on the waiting list for the current course.
- If any other students don't attend in the first week, we will offer you a place on that course. If you can't attend anymore, you can defer. **Our waiting list works on a 'first come first served' basis**, so your place on the waiting list is determined by the date you took your assessment.
- If we feel the course isn't for you, we will explain why. We will also let you know what support we can offer with helping you find a course that is the best course for you.

If we feel we don't have the right course and the right support for you, we will aim to help you find an alternative programme at one of our partners or other local providers.

If we are not sure whether we can help you, we will ask you if you would like to attend on a **'taster basis'**.

How does attending on a 'taster basis' work?

We will tell you our concerns and why we are not sure we are the best place for you to study. We will then let you know what support we can offer and you can decide whether you want to try.

After two to four weeks (depending on the number of study hours on your course per week) we will meet with you to discuss whether the course is working for you or not. If we believe the programme isn't working, you may have to withdraw. In that case we will always try to find you an alternative course within ELATT, or elsewhere if we don't have any programmes within ELATT that would be more suitable.

Progressing to your next course

Many of our students take two or three courses with us as they develop a deeper interest in their chosen area of study and wish to pursue it further. We will encourage you to do so, but when considering applications for progression we do set a series of conditions. These are:

- Attendance: at least 85% of your previous course.
- Punctuality: minimum 85% punctuality on your previous course.
- Behaviour: that on your previous course, you abide by the ELATT Code of Conduct, and if we have told you that you need to improve, you have made the effort to do so.
- Outcomes of the progression assessments: we'll need to pass an entry assessment for the next level, even if you've passed the qualification at your previous level.

Students who do not attend at the start of their programme

ELATT is a charity with limited resources and so we can only offer a limited number of places on our courses each year. Our courses are often in high demand, so if you accept the offer of a place on a course, we expect you to attend. Otherwise you may be preventing another candidate from getting that place on the course.

Therefore, if you don't attend your course in the first three days of study we may have to give your place to the next person on the waiting list. If this happens, we will offer you a place on the next course.

Students who defer to the next course

At enrolment day you will complete a set of assessments relating to your current ability in your chosen course, English, IT and maths. These assessment results are valid for six months.

After six months, in accordance with our Data Protection Policy, we will shred your assessment results.

If you then wish to take a place up on a course, you will need to re-take the assessment.

As each pre-course assessment costs us in both staff time and assessment licence fees, we may only allow you to take the pre-course assessment three times.

What if I don't agree with your decision?

In this case you should contact the programme manager in the first instance:

- **ESOL, Life Skills and Community Projects:** Yvonne Bizayi
- **Young People's Provision:** Imtiaz Shafique
- **Adult Vocational Provision:** Naima Elmansouri

If at this stage you are still not satisfied, please contact the **Chief Executive** Anthony Harmer.

If at this stage, you are still not satisfied, the Chief Executive will forward your complaint to the Chair of the Board of Trustees.

How do I contact the programme managers listed above?

Please email hello@elatt.org.uk to ensure your message reaches the correct person as soon as possible.