



# Admissions Policy

Member Responsible for Policy		J Booth <b>Director of Careers and Partnerships</b>	
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Approving Directors		R.Bromley-Woods, B.Swallow, D.Pheasey	
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## Introduction

Beltane College is committed to providing holistic education and wellbeing, of the highest quality and this policy is underpinned by the college culture and values.

**Confidence**– We are enthusiastic, we act authentically and with purpose

**Fairness** – Showing care through our interactions and tackling inequalities

**Integrity** – We are honest, trustworthy and dependable; we do what we say we will do

**Teamwork** – We achieve more together and remain mindful of everyone's wellbeing.

## Policy intent and scope

Beltane College is a person-centred Further Education college that focuses on individual need with the purpose of engaging, developing and supporting every student to thrive.

The College's commitment to person-centred learning and Universal Design for Learning ensures that every student is supported in a way that meets their unique needs. The emphasis on movement, activity, therapeutic learning and meaningful occupation, critically creates an engaging and healthy environment. Beltane students benefit from learning in the heart of their communities while developing meaningful localised relationships that are sustained and contribute to active and positive society. Students are supported to achieve positive outcomes in line with their EHCP and aspirations.

## Admissions Policy Overview

Our admissions policy outlines our commitment to providing a supportive and inclusive learning environment for all young people. We aim to:

- Offer a college place where we can meet the individual needs and aspirations of the young person, delivering agreed outcomes for progression.
- Make admissions decisions based on our capacity to meet the needs specified in the young person's Education, Health and Care Plan (EHCP), particularly those outlined in Section F, which details the special educational provision required.
- Plan and support a smooth and effective transition into college, ensuring each young person feels welcomed, informed, and prepared.
- Work in close partnership with young people, their parents or carers, and local authorities to ensure provision is tailored, effective, and fully aligned with the EHCP.

## **Our approach**

At Beltane College, we have an inclusive approach to admissions, aiming to support the unique needs and aspirations of each individual applicant. Rather than applying narrow or limiting criteria for eligibility, we focus on understanding each student's goals and circumstances and ensure we can offer an appropriate educational pathway for young people who are ready to engage in learning and progress towards future employment or learning outcomes.

Acceptance and an offer of a place to an individual is dependent on confirmation that Beltane College can both meet the needs and support the outcomes identified in the EHCP and upon agreement of funding from the student's home Local Authority.

Our commitment to Equality, Diversity, and Inclusion is at the heart of everything we do. We actively welcome and support applicants into our college community, fostering a values led approach that provides a respectful and inclusive environment for everyone.

## **Our Admissions Criteria**

Our entry requirements are:

- Aged 16 to 24
- Have a current Education Health Care Plan (EHCP) or a draft EHCP in process
- Have a desire to engage in learning
- Aspire to achieve a future employment outcome
- Independent travel is key for our supported internships and onward progression. Whilst we can support with developing independence including learning new routes whilst on programme, students will need to have a level of prior independent travel skills

## **Our Admissions Process**

Enquiries are welcomed at any point in the year. If places are not available at the point of enquiry, the admissions process can be started with a view to making an offer, when a place becomes available (subject to the same consultation process).

Direct applications and enquiries can be made to Beltane College by emailing us at: [contactus@beltanecollege.co.uk](mailto:contactus@beltanecollege.co.uk) or you can invite us to attend an EHCP review.

We will arrange an initial call and to complete an initial enquiry form.

If it is agreed that Beltane College may be able to offer an educational pathway, we will arrange an Insight Visit.

At the Insight Visit, there will be opportunity to visit the learning space, meet with the team and find out more about the Beltane offer. It will also provide an informal opportunity for us to start to get to know the applicant and how they prefer to learn.

If following this initial consultation period, an application is made, we will commence the information gathering stage. With consent from the applicant, we will request a copy of the Education Health Care Plan (EHCP) and any supporting documentation such as reports and safeguarding information from the previous educational provider and home Local Authority.

If we feel that we can offer a place, we will then make a provisional offer to the applicant and make a formal request for funding from the home Local Authority. If funding is then agreed, we will confirm the offer of a place at Beltane College in writing.

On receipt of the offer of a place, Beltane College require confirmation of acceptance of the place in writing within 14 days to [contactus@beltanecollege.co.uk](mailto:contactus@beltanecollege.co.uk)

If we feel we cannot offer a place, we will explain why in writing. This could be because we do not have a place available, learning needs or aspirations do not meet our offer, we do not have the right specialism to meet support needs, the home local authority has declined funding, or for another reason which we will share with the applicant.

## Transition

Once a place has been offered and accepted, we will discuss a transition plan with the applicant and their parents or guardians. The length and type of transition depends on individual needs.

Welcome sessions will be held, for all students to attend and meet up with their peers and staff team.

## Responsibilities and Communication

### Beltane College will:

- **Provide clear, timely information** about the admissions process, including eligibility, timelines, and decisions.
- **Ensure transparency and fairness** in all admissions decisions, in line with the SEND Code of Practice and Equality Act 2010.
- **Maintain confidentiality** and handle all personal information in accordance with data protection legislation.

- **Liaise with local authorities**, previous educational providers, and other professionals to gather relevant information, including safeguarding, with consent.
- **Offer appropriate transition support** once a place is confirmed, tailored to the individual needs of the student.

### **We ask that Applicants and Families:**

- **Engage openly and honestly** throughout the admissions process, providing accurate and up-to-date information.
- **Submit required documentation** (e.g. EHCP, reports) in a timely manner to support the application.
- **Attend scheduled visits and meetings**, including Insight Visits and transition planning sessions.
- **Confirm acceptance of a place** in writing within the specified timeframe (usually 14 days from offer).

Applicants and families are encouraged to contact the admissions team at any point for clarification or support via [contactus@beltanecollege.co.uk](mailto:contactus@beltanecollege.co.uk).

## **Appeals**

### **Submitting an Appeal**

- Appeals must be made in writing within 20 working days of receiving the decision letter. To be sent to Beltane College Directors via [contactus@beltanecollege.co.uk](mailto:contactus@beltanecollege.co.uk)
- The appeal should clearly state the grounds and include any additional or new supporting evidence that may influence the outcome of an appeal.
- Appeals should be addressed to the Director of People and Strategy.

### **Stage One: Internal Review**

- Any of the Directors of Beltane College will review the appeal and respond in writing within 15 working days.
- This response will outline the outcome and any further steps, if required.

### **Stage Two: Independent Review**

- If the applicant is not satisfied with the outcome, they may request a review by an independent panel.

- This request must be made within 10 working days of receiving the Appeal Stage One outcome.
- The independent panel will consider the appeal and respond within 30 working days. This decision is final.

### **EHCP-Related Appeals**

If the appeal relates to the content or placement named in an EHCP, the applicant should contact their **Home Local Authority**. In such cases, appeals are handled through the **First-tier Tribunal (Special Educational Needs and Disability)**.

### **Related Legislation**

- SEND Code of Practice (2015)
- Children and Families Act (2014)
- Equality Act (2010)
- Skills and Post-16 Education Act (2022)
- Education Act (1996)