

Document Name:	Admissions Policy
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Department:	Centre Management	Document Author:	Business Support Officer

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Document Information
Scope: The purpose of this document is to set out the Centre’s admission policy and to demonstrate that student admissions will be fair, open and transparent.
Key Objectives: To deliver the highest quality construction based vocational training and support to enable young people and adults to gain skills, qualifications and confidence to enhance their potential and build a positive future.

INTRODUCTION

Preston Vocational Centre (PVC) is a registered charity that is committed to providing construction vocational training in painting and decorating, joinery and carpentry, building maintenance, brickwork, plumbing and plastering, with high quality pastoral support to young people, adults and communities of Lancashire. PVC offer accredited and non-accredited learning opportunities that focus on developing character traits, attributes and behaviours for success in lifelong education and work to young people who are over 14 years of age. The single most important factor for helping people overcome their circumstances is the quality of the relationships in their lives and these are formed and sustained best with positive role models and people who care.

The following programmes are delivered by PVC:

Building Skills 14-16 Schools Link

This is a two year programme designed for year 10 and 11 groups who want to include a study of construction in their broader Key Stage 4 curriculum.

Alternative Education 14-16

Students between 14-16 years who are likely, but not exclusively, to have experienced school attendance issues, social, emotional or behavioural difficulties. Students who will benefit from a place at PVC are likely to fall into, but not limited to, the following categories: -

- Students who have social and emotional issues which are impacting on their education. This may manifest itself through withdrawal from education and school life.
- Students who have had patterns of poor school attendance and cannot re-establish consistent attendance at their mainstream setting.

- Students who are disaffected with mainstream education to such an extent that continuation of a full-time placement in their setting is no longer a positive option.
- Students who have been bullied, or have bullied others.
- Students who are disadvantaged and vulnerable due to a range of social circumstances (e.g. families experiencing risks such as poverty, substance misuse, mental health issues).
- Students who have had, or are at risk of having a fixed term or permanent exclusion.

Building Futures: 16-18 Pre-Apprenticeship Programme

This is a one year programme that delivers a Pearson BTEC Level 1 Diploma in Construction (QCF) to young people aged 16-18.

More Positive Together Adults

The More Positive Together project aims to engage with and support individuals who are over 16 and who are unemployed or economically inactive, who may have multiple social, emotional and economic barriers.

Twilight for Young People at Risk of Offending

The Twilight programme provides training to under 18s and a small number of young adults during their transition into adult services, who are at risk of or involved in anti-social behaviour and low level crime.

General Education (English and Maths) Sessions

General Education sessions are arranged by the potential student's referrer and PVC can allocate time and classroom space if pre-arranged for delivery at the Centre.

Student Support Meetings

It is sometimes required that potential students require multi-agency support meetings. These meetings can be pre-arranged at PVC with key staff attending.

ADMISSIONS POLICY

The admissions policy will enable PVC to provide a structured, stable environment which will ensure that they are able to meet the individual needs of each student and to demonstrate that student admissions will be fair, open and transparent.

REFERRALS

PVC is committed to achieving fairness and equality for its students in respect of its service provision and associated activities. PVC recognises, respects and will respond to the different needs of minority groups and will strive to ensure that its services are accessible and inclusive.

- **Building Skills 14-16 Schools Link Programme** PVC is not involved with the referral process for the schools link programme and all students are determined by the schools.
- **Alternative Educations 14-16 Schools Individual or Group Placements** Referrals are made by the potential student's place of education or the local authority by completing a referral form (see appendix 1). PVC does not accept applications from parents/carers or self-referrals.
- **Building Futures: 16-18 Pre-Apprenticeship Programme** Referrals are made by the potential student's place of education, support agencies or the local authority by completing a referral form.

- **More Positive Together Adults** Self-referrals are made by the potential student completing a referral form (see appendix 2)
- **Twilight for Young People at Risk of Offending** Referrals are made by the potential student's support agency completing a referral form.

STUDENT ADMISSION NUMBERS

PVC has the following admission numbers for each programme:

- 32 places Building Skills 14-16 Schools Link
- 112 places Alternative Education 14-16 Schools
- 8 places 16-18 Pre-Apprenticeship Programme
- 8 places More Positive Together Adults
- 8 places Twilight for Young People at Risk of Offending

Students will not be admitted above the admission numbers unless there are exceptional circumstances.

OVERSUBSCRIPTION CRITERIA

PVC aims to be flexible in its approach to placement requests and will at all times strive to offer placements. In the case of oversubscription, the following criteria will be applied:

- Looked After Children who are in public care and previously Looked After Children.
- Students who have an EHCP for social and emotional issues which are impacting on their education.
- Students who have had or are at risk of having a fixed term or permanent exclusion.
- Students who have had patterns of poor school attendance and cannot re-establish consistent attendance at their mainstream setting.

MEDICAL NEEDS

If a referral form states that a student has any medical needs, then a Health Care Plan is needed. It must be in place before the student starts attending sessions. A risk assessment should be carried out, and any actions identified to be put in place. The Assessment should be stored with the person's Health Care Plan. Refer to the Allergies Including Nut and Food Policy for more information.

APPEALS

PVC want to be as fair, objective and transparent as they can in their admissions procedures. Referrers have the right of appeal against the refusal of a place at PVC for which they have applied. Referrers may appeal against the decision in writing to the Centre Manager at which time the appeal will be decided upon by an independent party and a decision will be made within 14 working days of the appeal being registered.

Appendix 1

Student Referral Form (Schools)



Please Note: Incomplete referral forms will not be accepted

1. Referring School

Current School:			
Named School Contact:			
Tel No:		Email:	

2. Student Details

Name:			
Date of Birth:		Gender:	
Current School Year:		Ethnicity:	
Contact Address:			
Tel No:		Email:	

3. Medical Needs *(please provide details)*

Medical:	
Known Allergies:	
Dietary Requirements:	
Accessibility Issues:	

4. Parent / Carer Information

Parent / Carer Name:			
Tel No:		Email:	

5. Education Profile *(If available)*

	Level Working At	Level Working Towards
Maths		
English		
ICT		

6. SEND Profile

Primary Need	
Secondary Need	
Tertiary Need	
Does the student have a specific diagnosis? e.g. ADHA, ASD, Epilepsy, Dyslexia)	YES / NO
Does the student have an EHCP	YES / NO <i>(if yes, please attach)</i>
Does the student have a Risk Assessment in place?	YES / NO <i>(if yes, please attach)</i>

7. Social Profile

Is the student open to social care?	YES / NO <i>(if yes, please provide contact details)</i>		
Name:		Tel No:	
Does the student have a CAF?	YES / NO <i>(if yes, please provide contact details)</i>		
Name:		Tel No:	
Is there an active team around the child?	YES / NO <i>(if yes, please provide contact details)</i>		
Name of lead professional:		Email:	

Known Issues	Support Provided by School

8. Current Status

Does the student fall in to a vulnerable group?		YES / NO (<i>please circle all that apply</i>)
Looked after	Gypsy, Roma, Traveller	Substance misuse
Young carer / teenage parent	Safeguarding concerns / social care plan	Excluded student, or at risk of exclusion
Young offender	Behaviour and attendance issues	Mental health issues / medical needs
County lines / radicalisation issues	Family issues	Other
Please provide further information (<i>if required</i>)		

9. Please provide details of the student’s interests and aspirations.



Media Consent Form (Schools)

To be signed by Parent or Carer

By completing this form, you give us full permission to use these images in any of the following:

- Promotional work or publications
- Social media eg. Twitter, Facebook, Instagram
- Adverts, audio-visual and electronic materials, media work, awards submission, display materials, and any other media we may use in the future.

The copyright of any material which is generated as a result of this photographic session shall be the property of Preston Vocational Centre and/or Community Gateway Association.

I agree to allow my child's image / likeness to be used in information literature for Preston Vocational Centre and/or Community Gateway Association. If I decide to withdraw my consent for the above, I understand that I must do so by contacting Preston Vocational Centre either in writing or by phone on the following contact details. Martin Grayston, Preston Vocational Centre, St Pauls Road, PR1 1PX - telephone: 01772 880680.

Your details:

Name	
Student's name	
Telephone	
Email	

I confirm that to the best of my knowledge the information provided in this form is accurate. We as the data controller have obtained the consent off the applicant or responsible person if the applicant is a minor to share this information with PVC.

Signature	
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Please state here if there are any ways in which you do NOT want us to use photo(s) of you:

Preston Vocational Centre only collects and processes personal data that is necessary for us to offer you a service or perform our duties as an organisation. The data you provide on this form is used to record your consent for us to use photos or videos of you in promotional or other materials relating to PVC and the work we do. Our legal basis for collecting the information on this form is consent. You can withdraw your consent at any time by informing any member of PVC staff.

We will not share your information for marketing purposes with any companies outside of our group.

If you would like to know more about how we process personal data and your rights in relation to data protection, please visit the PVC website and click on the "Data Protection" link at the bottom of any page on the website. Alternatively, for further information, please contact the Business Assurance Team from Community Gateway Association on 0800 953 0213.

Appendix 2



Self Referral Form (Post 16 / Adults)

1. Participant's Details

Name:			
Date of Birth:		Gender:	
Tel No:		Ethnicity:	
Address:			
Email:			
Are you a Community Gateway Association Tennant	YES / NO (if yes, please circle)		

2. Emergency Contact Details

Name:			
Relationship:		Tel No:	
Tel No:		Ethnicity:	

3. Medical Needs *(please provide details)*

Medical:	
Known Allergies:	
Dietary Requirements:	
Accessibility Issues:	

4. Disability

Do you have any disabilities?		YES / NO (<i>please circle all that apply</i>)
Learning difficulty	Learning disability	Long term / Life threatening illness
Mental health issues	Multiple disabilities	Physical disability
Sensory disability	Other	
Please provide further information (<i>if required</i>)		
Does the student have a Risk Assessment in place?		YES / NO (<i>if yes, please attach</i>)

5. Further Information



Media Consent Form (Adults)

From time to time we take photographic images (moving and still) of subjects and use case studies, which can include these images, to promote Community Gateway Association (CGA). By completing this form, you give us full permission to use these images in any promotional work. This may include, but is not limited to, our printed publications, adverts, audio-visual and electronic materials, media work, awards submission, display materials, and any other media we may use in the future. *The copyright of any material which is generated as a result of this photographic session shall be the property of Community Gateway Association.*

This form must not be signed by a minor. Permission for a minor must come from a legal guardian or parent.

Photographic consent for adults

I agree to allow my image / likeness to be used in information literature for Community Gateway Association. If I decide to withdraw my consent for the above, I understand that I must do so in writing to **Jane Howard, Communications Manager, Community Gateway Association, Harbour House, Port Way, Preston, PR2 2DW.**

Your details:

Name	
Telephone	
Email	

Please state here if there are any ways in which you do NOT want us to use photo(s) of you:

Signed or type if emailed		Date	
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Preston Vocational Centre only collects and processes personal data that is necessary for us to offer you a service or perform our duties as an organisation. The data you provide on this form is used to record your consent for us to use photos or videos of you in promotional or other materials relating to PVC and the work we do. Our legal basis for collecting the information on this form is consent. You can withdraw your consent at any time by informing any member of PVC staff.

We will not share your information for marketing purposes with any companies outside of our group.

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