

KINGSTON MAURWARD SYSTEMS  
KMS 410 Prospective Students – Concerns



## KMS 410 Prospective Students – Concerns

**This policy should be read in conjunction with:**

KMS400 Equality Policy

KMS420 FE and HE Admissions Policy

KMS410 Appendix A

KMS410 Appendix B

KMS410 Appendix C

KMC Individual Student Risk Assessment

DCC Risk Assessment Tool Kit (For guidance only)

Educational Health and Care Plan (EHCP) Consultation  
Response



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## Prospective Students: Concerns

When the College receives an application from a student where there may be concerns that could affect their ability to be successful on their chosen course, these must be fully assessed on an individual basis and in some detail.

It must be demonstrated that Kingston Maurward College is a suitable environment for them and that the College is fully able to meet their individual needs.

Support mechanisms and resources must be considered before accepting any applicant with specific identified needs that need to be in place to ensure the safety and wellbeing of the applicant, other students, staff and users of the estate.

Any actions and decisions taken will pay due regard to the Rehabilitation of Offenders Act 1974, Equality Act 2010, Prevent Duty, 0-25 SEND Code of Practice 2015 and the College ethos of promoting equal opportunities.

Relevant information is usually brought to the attention of Student Admissions or the Course Manager in the first instance through the application form.

On receipt of an application form for an Entry Level or Level 1 course without any additional paperwork, a holding letter is sent to the applicants and a letter sent to the named referee or Authority requesting that they forward any of the following information they hold within 30 days of receiving the letter:

- Educational Psychology Summary
- Ansbury Transition Plan/Moving on Plan
- Educational Health and Care Plan
- Risk Assessment
- Annual Education Review (report from school with achievement details/grades)
- Psychiatric or other external reports
- Names and contact numbers of social workers or Leaving Care teams

On receipt of an application form for a Level 2 or Level 3 course without any additional paperwork, the applicant is invited to interview and a request for the information above, should there be any, will be made as part of the reference request.

Any Level 2 or 3 applications that have accompanying paperwork will be treated as per Level 1 and Entry level courses above.

Sometimes Student Welfare or Learning Support staff are alerted to this information first. It is important that relevant information is shared accurately and appropriately between Course Managers and support staff.



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***Educational Health and Care Plans received in the College must be sent immediately to the Assistant Principal Student Experience & Progression, the Principal or in their absence the Deputy Principal Curriculum and Quality as there is a 15 day consultation period that must be adhered to.***

### **Procedures**

1. When a Course Manager or member of support staff receives an application for a Foundation Level or Level 1 course that raises concern, he/she should contact the Assistant Principal Student Experience & Progression, before offering the student a place or rejecting the application.
2. When a Course Manager or a member of support staff receives an application for a Level 2 or Level 3 course that raises concern, he/she should forward the application to the Academic Manager before offering the student a place or rejecting the application.
3. The Assistant Principal Student Experience & Progression or Academic Manager will review all the information available and may ask for additional information from internal or external sources.
4. The Assistant Principal Student Experience & Progression or Academic Manager will assess the applicant's needs based on the available information by completing a KMC Individual Student Risk Assessment form.
5. If the student is accepted, the Academic Manager and Course Manager, supported by the Assistant Principal Student Experience & Progression, may carry out a risk assessment and/or draw up an agreement of behaviour with the student and, if under 18, their parent/carer and/or offer a place on a trial basis. This will specify the action to be taken should there be a breach of the agreement and may include disciplinary action.
6. If the student is rejected, s/he and other relevant agencies will be notified in writing and/or email by the Student Admissions team once advised to do so by the Assistant Principal Student Experience & Progression or Academic Manager. Reasons for rejections are to be in line with details outlined in 0-25 SEND Code of Practice paragraph 9.79 as follows:

If a child's parent or a young person makes a request for a particular nursery, school or post-16 institution in these groups the local authority **must** comply with that preference and name the school or college in the EHC plan unless:



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- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. Where a local authority is considering the appropriateness of an individual institution, 'others' is intended to mean the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis.

[\\*https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND Code of Practice January 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

7. In the event of a rejection the Student Admissions Team will also be required to put an alert on UnitE. This does not mean that the College will never accept this student – future applications will be considered if there is evidence that circumstances have changed.
8. Students will have the right to appeal within 10 working days of the date of the decision to reject the application.
9. In the event of an appeal against the College's decision the Deputy Principal Curriculum and Quality will review the application and decision. The decision of the Deputy Principal Curriculum and Quality will be final.



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