

Policy Number		Review Cycle	2 years	Reviewer
Date Created	March 2021	Review Date(s)		
Author	Director of Marketing & Learner Recruitment			
Delegated Committee	SPEC			

This Policy should be read in conjunction with the following Landmarks policies and documents:

Policies	Documents
Complaints Policy	

All college policies are impact screened by the Safeguarding, Prevent and Equalities Committee (SPEC) when material changes are proposed to policies. It is for the Policy Author to highlight to SPEC when material changes are proposed.

The policy has been reviewed using the Equality Impact Screening tool (EIS), positive impact is explicitly intended and very likely.

This policy was EIS by SPEC on: \_\_\_\_\_

## Introduction

Landmarks is a thriving, Independent Specialist College for young people with learning difficulties and disabilities. Based in Eckington, but operating over five sites across the East Midlands and South Yorkshire:-

1. Littlemoor House – Eckington, South Yorkshire
2. Apperknowle Farm – Apperknowle, Derbyshire
3. The Archer – Rainworth, Nottinghamshire
4. Nottingham House – Nottingham
5. Milestone House – Rotherham

Landmarks Specialist College provides placements for up to 120 young people aged 16-25. The College offers education for young people with an Education Health Care Plan (EHCP) and will consider young people subject to a successful assessment. The assessment process has been adapted, where required, to meet the needs of each young person, their parents/carers and funding authorities. This is a robust assessment, to ensure we are recognised for transforming the lives of our learners and we are able to deliver high-quality education and support that maximises life opportunities.

## Admissions Criteria (each criteria needs to be met before offering a placement)

1. Learners will be aged between 16 and 25 years of age.
2. All young people will have an Education Health Care Plan (EHCP).
3. The EHCP will contain up to date information about the young person that will enable Landmarks Specialist College to make a decision as to its ability to meet a young person's needs.
4. Attendance at an assessment (remote and/or in-person) – completing our assessment with potential learners, their parents/carers and possibly other professionals involved with the young person. When covid-19 restrictions ease, each young person to attend a taster session at a site of their choosing.
5. Applications are processed and assessments are prioritised on date received at Landmarks College.
6. When assessing potential learners, we consider: - disabilities; progression; engagement; suitable peer group; appropriate environment; duty to keep everyone safe; capacity.

## Assessment Process

- Potential learners can be initially referred by their parents/carers, previous education provider and/or Local Authorities. Learners attending Landmarks Specialist College must complete our Application Form, this is available online or as a paper copy, along with a copy of their most recent Education Health Care Plan (EHCP) and any other supporting information.
- If, after reviewing the assessment paperwork provided, the college believes that further information is required, the Assessment Team may visit learners in



their current placements and meet with professionals already involved to discuss support/learning needs.

- In most cases, we are able to process new applications to a remote assessment, where our Assessment Team contact parents/carers/professionals to complete our Initial Assessment Report. Potential learners will then be invited into college, a site of their choice – giving them the opportunity to experience college life.
- Following each potential learners' assessment, a weekly Assessment Team review meeting is held to discuss whether needs can be met and which Pathway is most suitable.
- Landmarks will notify each potential learner of our decision in writing. If the learner accepts the offer of appropriate pathway, the Assessment Team will complete an Initial Assessment Report.
- If the Assessment Team are not able to offer a placement at Landmarks Specialist College, we will telephone parent/carer and/or Local Education Authority to notify them of our decision. A letter confirming our decision will also be sent out. At this stage, we will signpost to their Local Offer, SEND Team at their Local Education Authority, NATSPEC or any other provision that may be suitable.
- Once finalised, the Initial Assessment Report will be forwarded to the relevant Local Education Authority and Landmarks will liaise with them to secure relevant funding. A copy will be sent to each potential learner and their parent/carer.
- Once funding is agreed and Landmarks Specialist College is named on the EHCP, transition into Landmarks can begin.
- A date to commence at Landmarks Specialist College will then be arranged.
- An admissions register is maintained by the college as per DfE regulations.

### **Right to Appeal**

Following assessment, potential learners and their parents/carers will be sent a letter outlining the Assessment Teams' decision. If you wish to appeal this, within 15 days of receiving our decision, you should write to:-

Principal/CEO

Landmarks Specialist College

Littlemoor House

Eckington

South Yorkshire

S21 4EF



### **Complain about the appeals process**

You can make a complaint about the process, but you cannot complain about the decision itself. Please follow the link:

<https://www.landmarks.ac.uk/wp-content/uploads/2020/12/1.7-Complaints-Policy-26.11.20.pdf>

