

Trinity Specialist College

Admissions Policy



Policy reviewed	5th November 2025
Date for next review	5th November 2026
Signed by Chair of Trustees:	

1. **Introduction**

1.1 It is the aim of Trinity Specialist College to deliver an educational offer that is tailored to fully meet the holistic needs of each individual learner who successfully gains a place at Trinity Specialist College.

1.2 Trinity Specialist College has an inclusive admissions approach to meeting needs of individuals wishing to further their education. Trinity Specialist College does not have a specific admissions 'criteria' which have to be met in order to apply for an educational place.

1.3 The approach of Trinity Specialist College towards allocating places involves ascertaining an applicant's individual needs and aspirations to ensure that we can provide the best educational service to meet learner's requirements.

1.4 Trinity Specialist College is fully committed to Equality, Diversity and Inclusion of all learners and staff.

2. **Initial Enquiries**

2.1 Initial enquiries are accepted from individuals as well as the Local Authorities.

2.2 An appointment will be made for the learner, parents, or carers to visit the college.

2.3 The college should be named as the preferred option as part of the Education, Health and Care Plan (EHCP) planning process.

3. **Referrals Process**

3.1 Referrals are sent from the Local Authorities.

3.2 All referrals must be accompanied by an EHCP and ideally naming Trinity Specialist College as the preferred provider.

3.3 Once a referral has been received, a Consultation Form will be completed based on the information contained in the learners EHCP.

3.4 The Consultation Form will indicate whether or not the college can meet the identified needs of the learner. Any agreement stating that needs can be met, is done so in principle pending a full assessment of needs.

3.5 The agreement in principle will take into consideration the available high needs funding from the placing Local Authority and whether or not the funding is sufficient to then meet the identified needs of the individual based on that funding.

4. The Placement Assessment

4.1 The education and home placement assessments will be conducted by trained staff and will take place at the learners current educational setting and home. The placement assessment is based purely on the learners feedback and information and from the people who know them best and will include their views.

4.2 The placement assessment will be used to determine if the college believes it is able to meet the learners needs, based on the presenting information.

4.3 This assessment will also be used to determine the level of funding we believe is required to fully meet the individual's needs.

4.4 Funding levels may require review based on the presenting needs of the learner once they have taken up placement and/or as a part of the baseline assessment process that takes place during the first term.

5. Funding Arrangements

Trinity Specialist College is funded through the Education, Skills Funding Agency and also through the Local Authorities High Needs Funding.

6. Preparation for College

6.1 Once a placement has been confirmed, a transition process will be agreed. This will be based on the needs and wishes of the individual.

6.2 A welcome pack will be sent out to the learner detailing the transition plan and all relevant contact details/forms/consents.

7. Initial Assessment Review

7.1 An initial assessment and EHCP review will take place after seven weeks of the placement commencing.

7.2 This meeting will be used to share information from baseline assessments and to discuss outcomes, targets, post college destination and the curriculum that they will be following in order to help them achieve this.

8. Placement Refusal

8.1 Trinity Specialist College reserves the right to not offer a place where we believe that we cannot meet the needs of any one individual based on current information presented in the EHCP, and /or as part of our placement assessment process.

9. Placement Review

9.1 In the unfortunate event that Trinity determines that it can no longer meet the learners needs, a placement review will be called to discuss the reasoning for this and potential options going forward.

9.2 If a learner ceases to engage with college and therefore is no longer making progress, we will take all necessary steps within our power to support the individual to re-engage. If the learner is still not engaged after an agreed period, then a placement review will be called.

9.3 If the behaviours of a learner are having an adverse effect on their learning or the learning and welfare of others, and after all reasonable behavioural support has been put in place, a placement review will be called. The college Trustees reserve the right to suggest alternative provision such as: a reduced timetable, outreach provision or explore other provision.

9.4 If after having explored all reasonable options, the learner behaviour continues to put at risk the learning or welfare of themselves or others, Trinity reserves the right to organise an EHCP review to discuss alternative provision for the learner

9.5 If it is identified that a learner requires additional funding in order for the placement to continue, any plan will not be put in place until this funding has been agreed by the responsible Local Authority.

10. **Appeals Process**

10.1 Any learner, parent or carer of an unsuccessful applicant wishing to appeal against a place not being granted at Trinity Specialist College, must do so in writing to the Chair of the Board of Trustees. The Board of Trustees will review the decision documentation and inform relevant people of the outcome. The decision of the Board of Trustees is final.

10.2 If a learner wishes to attend Trinity Specialist College but the Local Authority names an alternative placement, this must be taken up using the relevant Local Authority Appeals Process.