

Appendix: EHCP Admissions Process

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1. Application is received

Application is received through the admissions process

Applicants will complete their application form and state whether they have an EHCP. The applicant will then go through the admissions process.

An automatic email is sent to the student to welcome them to the college. The admissions team will update the database from 'EHCP assessment' to 'email correspondence sent'. If the student has selected this by mistake, admissions will update to 'error'.

Application is received directly to the department

The department's admin team will provide the course code and direct the student to the online application. The SEND Manager will support if required.

Where necessary, IAG will take place by the SEND Transition Coordinator. If this has been selected by mistake, it will be updated to 'error' and ProSol will be updated.

2. EHCP Consultation

Once the EHCP has been received, the 15-day consultation period starts. The admin central team will create the student profile on the database.

EHCP not received from the Local Authority (LA)

The SEND admin team will run weekly reports, after 4 weeks they will contact the LA using a standard email to chase and reiterate timescales.

SEND Transition Coordinators will make contact / IAG to inform students where they are in the process

EHCP received from the LA

The SEND team receives the EHCP from the Local Authority, the SEND admin team will upload to the system and allocate a Red RAG status to the application.

3. Allocation of SEND Manager

Students with intended destinations will be allocated to specific SEND Managers. They will liaise with the student and offer a level of IAG and career planning.

Students with no intended destination will be offered a level of IAG from the SEND Transition Coordinator which will be followed up by SEND Managers and SEND Team Leads. The SEND Transition Coordinator will add [IAG documents](#) to individual files on google drive and update the database with intended destination. Once an area has been decided, the appropriate SEND Manager can be allocated. SEND Admin will update 'EHCP Assessment' to 'allocated to SEND Manager'.

4. Assessment of Needs

Allocated SEND Manager will evaluate the EHCP in line with the SEND Code of Practice to assess if support needs can be met. This will coincide with the funding matrix and provision map to ensure appropriate funding is provided by the LA.

5. Outcome of Needs

If students' support needs can be met, the SEND Manager will notify the LA. They will then amend RAG status to Amber and update 'EHCP Assessment' to 'can meet needs'.

Where there are discrepancies or queries with the EHCP the SEND Manager will try to resolve this with the LA.

If students' needs cannot be met, the SEND Manager will bring the case to the SEND Triage Panel Meeting to discuss further. If agreed by the panel that students' needs cannot be met, the SEND Manager will notify the LA.

The SEND Manager will update the 'EHCP Assessment' to 'cannot meet needs' and will respond to the LA following the correct procedure.

If the student has applied in error then the SEND Manager will update the EHCP Assessment to show 'error'.

6. Curriculum Handover

Once the learner has been assessed and the SEND department has identified that they can meet needs, the learner has an intended destination and the provision map is completed this learner will then be handed over to the curriculum area.

The SEND manager will still be responsible for that learner, and they will be allocated to one of their SEND Team Leads. The learner can only be RAG rated as Green when the following is done:

- Assessed as Can Meet Needs & paperwork submitted
- Provision Map completed
- Allocated to an area
- Interviewed, offered & accepted a place

OR

- Assessed as Can't Meet Needs
- provision map completed
- paperwork sent to LA