National Star
Realising the aspirations of people with disabilities

Senior Manager Responsible	Reviewed by	Approved by	Date approved	Next review date
Director of Services	Meg Rogers	Board of Trustees	03.11.26	**Nov 2029**

Working with National Star
Residential and Day Admissions and Transition into College Policy (England)

1. About this Policy

1.1 National Star is required to ensure that prior to admission, the service is confident that they can meet the needs of a prospective learner. Any decisions that are made must be fair and based on good evidence. This policy is designed to ensure that any admission and transition into college follows a robust process and is based on the information identified as part of the assessment and placement offer that recognises the needs and aspirations of the prospective learner to ensure a successful admission and transition into college for the young person.

1.2 This policy should be read in conjunction with:
- Recruitment, Assessment and Placement Offer Policy
- Safeguarding Policy and Procedures
- Data Protection Procedure
- Equality & Diversity Policy
- SEND Code of Practice

1.3 Relevant acts etc.:
- Health and Social Care Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- SEN Code of Practice 2015

2. Scope

2.1 This policy applies to all learners at National Star that have had a placement offer and funding of the placement agreed. This policy does not relate to private therapy, long term care placements, or respite care. For information regarding assessment and admissions for non-educational services please refer to the admissions policy for long term care.

National Star is a working name of National Star Foundation which is registered in England and Wales, company number 00522846, charity number 220239. Registered office Ullenwood Manor, Ullenwood, Cheltenham, Gloucestershire, GL53 9QU

3. Policy Statement

3.1 National Star is committed to providing access to fair and reliable admission and transition into college for all learners funded for an education placement. National Star will have a clear and fair process for admission and transition into the service. This will be described in the Admission and Transition into College Procedures.

3.2 In most cases learners will start their course in September, in exceptional circumstances learners may start outside this admission window. Mid-year admission is not guaranteed and will need to be negotiated. Day learners accessing certain courses may enrol at other times during the academic year, this information would be confirmed at point of application. No admission to National Star will happen without funding being agreed.

3.3 Where it is recognised that a learner has extremely complex needs and would benefit from additional support with their transition, National Star will, where possible, facilitate this. When providing support National Star will consider the method of support in line with the level of funding, and in some circumstances will include the required level of transition into college within the funding application.

3.4 All learners starting at National Start will complete a full admissions/enrolment process, where a learner is residential this will include registering with our local GP.

3.5 This policy recognises the duties placed upon the organisation with respect to the Equality Act. National Star will ensure that no discrimination, either direct or indirect, occurs where learners are treated less favourably on the basis of any personal protected characteristic.

3.6 Any changes in support requirements for the young person, that have occurred following assessment and prior to commencement of programmes, will need to be communicated to the assessments team and can at times require further assessment to take place. If a young person’s needs have changed significantly then an updated funding application may be required. Any changes that are not communicated can put the placement at risk.

3.7 All learners will have further assessment during the baseline period which is the first 3 months of placement. A baseline review will take place at the end of this period and any requirements for a change of provision or funding will be discussed.

4. Roles & Responsibilities

4.1 **Implementation**

Responsibility and accountability for any admission to National Star college for residential services remains with the Registered Manager of the location. Responsibility for Day students will be held by the relevant Director. Responsibility for assessment is delegated to the relevant Directors of Services, and the Admissions Manager will liaise with delegated directors throughout the admission and transition into college for new students.

4.2 **Support, Advice and Communication**

This policy, and the procedures that accompany it, will be available on the National Star website.

5. Relationship with other policies

- Recruitment, Assessment and Placement Offer Policy
- Safeguarding Policy
- Equality & Diversity Policy
- Long Term Residential Admissions Policy

6. Review

6.1 This policy will be reviewed by National Star Board of Governors every three years or in line with the policy schedule.

Procedures

1. Admission and Transition Process

1.1 The below process outlines the admissions team's roles and responsibilities within the Admissions and Transitions into College Policy.

1.2 Once funding has been agreed the funding team will send an email with confirmation of this. This is when the admissions team will commence the admissions and transitions into college process.

1.3 A welcome email will be sent to the young person and their families/carers with the following information:

- Copy of new student handbook
- Link to the National Star YouTube page
- Details on Life after College Facebook page
- Relevant supporting visuals
- Social Story
- Privacy Notice
- Media consent form
- Letter regarding attorney and deputyship
- Significant dates calendar
- Induction inventory
- Relevant forms
- Special room requirements
- What to bring list
- Campus map

1.4 The team will liaise with the Head of Health Care and Support to be advised of residence confirmations and then residential Managers for enrolment dates and times. These will be sent to the families along with an information letter and the email for the management team for the residence.

1.5 Where there is a requirement for a bespoke transition in, and there is the relevant funding in place for this, the admissions team will liaise with the relevant teams in college to set this up and will communicate the details of this with the family.

1.6 The admissions team will organise and host a Welcome to College event to be held during the last week of the summer term.

1.7 The Admissions team will organise familiarisation visits in the lead up to admission for those students that would benefit.

1.8 Care assessors may include the following documents for the residential teams:

- File index
- All About Me
- Quick Support Guide
- One Page Profile
- Support profile

- Handover videos

1.9 The admissions team will put together folders for each new student and will provide these to the residential teams ahead of the start date.

1.10 The admissions team will provide details of new starter enrolment dates to wider college teams and reception.

1.11 The admissions team will chair all baseline reviews to monitor effectiveness of relevant processes.

1.12 Following admission to college the Admissions Manager will seek feedback from the students and their families and will use this to better inform the following year's processes.