



ADMISSIONS POLICY

West Sussex County Council (the 'Local Authority') is the admissions authority for Manor Green College.

Students can only be referred if they have a current Education Health and Care Plan (EHCP), and the parents have expressed a written preference to the LA for their child to attend the College.

Students will be admitted up to a total on roll number ("planned places"). For September 2025 the agreed planned places for Manor Green College is 212.

The majority of our pupils are working significantly below their mainstream counterparts, and below age-expectation in a range of developmental areas. We recognise that there is a need for provision in the local area for pupils who are functioning cognitively at age-expectation, but who have social and emotional difficulties, anxiety, social skills deficits or behavioural difficulties. We are not generally able to accommodate these pupils, as there is a high likelihood that they could be isolated in our setting, without a meaningful peer-group operating at their social, verbal, developmental and academic level. Equally, whilst we can accommodate and support pupils who present with challenging behaviours associated with their learning disability, we are not a specialist provision for social, emotional and behavioural conditions, and cannot accommodate pupils if this is their main category of need.

1. Admission Criteria

For a student to be admitted to the College following a parental request, the Headteacher and LA must be confident that the College is the right place to successfully meet the students SEND. A place will therefore only be offered when the following three overarching principles are met:

1. The College will be considered to be a suitable place of Education if the student's individual SEND is sufficiently significant:
 - i. The student has a learning difficulty as assessed by an Educational Psychologist which places the student in a category of Moderate, Severe or Profound & Multiple Learning Difficulty. This will usually (but not exclusively) present as a Year 6 student having a cognitive function assessed at or below 1st centile.
 - ii. The student has a level of cognitive impairment, or a demonstrable additional barrier to learning, that would reasonably be predicted to make their placement in a mainstream learning environment very unlikely to succeed. Such a barrier could be due to a social, emotional, communication or developmental delay, or a behavioural, health, sensory or physical difficulty, including a combination of such difficulties.
2. The student's admission should not adversely affect the educational progress of any other student at the College. A student will be considered for admission unless their SEND and/or behaviour is likely to cause persistent disruption of other student's learning, or put other students at risk of emotional or physical harm, and that the College believes that despite the implementation of all reasonable modifications to the curriculum and learning environment, such difficulties would not be managed successfully within College resources.
3. That a place is available within a suitable group or setting. If a suitable place is not available, either within an appropriate group or as a result of the College having reached agreed capacity levels (i.e. all planned places taken) and additional admissions would be detrimental to the health and safety of current students, a student would not usually be admitted. However, in

exceptional circumstances, and with the Headteacher's agreement, the LA may fund an additional place. This will only be agreed if the above criteria are fully met.

2. Age of Transfer Admissions (i.e. Year 6 to Year 7)

All referrals for a place at Manor Green College should be made by the parent (or carer with parental authority) in writing to the LA SEN Team (See Appendix 1 for contact details) before the end of October in the child's final year of Primary education (i.e. Year 6),

Places for September entry into Year 7 will be initially discussed at a 'Considerations Meeting' held at the College in November, and students will only be accepted for a place following agreement between the Headteacher and the LA SEN Team.

Admission into Year 7 will be considered for any student who meets the admission criteria of age and SEND, who is transferring from any primary phase school, including Manor Green Primary or from a West Sussex mainstream Primary, or by special agreement, Primary schools from another Local Authority.

Priority will be given to students from Manor Green Primary. However, in exceptional circumstances, where the College feels that a student's highly specific and extreme needs would not be best met in a Generic Special School setting, the College will support a request for more suitable specialist provision.

Places for September entry will usually be agreed by February.

For students and parents who have been given a place at Manor Green College for the start of Year 7, there will be a comprehensive preparation and transition programme during the preceding Summer Term.

Students will be expected to start on the first day of the Autumn Term and to attend full time, unless exceptional circumstances are agreed with the Headteacher.

3. In Year Admission

The College will accept referrals for any suitable student to be considered for admission into Year 7 after September or into Years 8 – 14 at any time.

The Admission criteria as detailed above will apply.

Parents wishing to make such a referral should contact the College for a visit and discussion with the Headteacher before contacting the LA and making a written request for a place. However, parents should be aware that the College has never been under-subscribed and so there are only very rarely planned places available for 'in year' admissions (see admission criteria 1.1 to 1.3).

For students admitted during the school year, an individual preparation and transition programme will be discussed and agreed with parents. This would usually involve a mix of visits and part-time 'taster' sessions; the length of this preparation will depend on the student's confidence and motivation, and a judgement of how well and how quickly, they are likely to settle into the College.

Parents should be aware that in some cases a carefully planned transition period of part-time attendance may be required before the student attends full-time.

4. Admission into Key Stage 5 – the College's post 16 Further Education Provision

The College offers specialist provision for students at post 16 for whom a placement at a Community College of Further Education would not be suitable.

The decision on the offer of a place at MGC FE for each individual student, will follow close collaboration and communication with parents throughout Year 10, leading to an agreed joint

decision at the Year 11 Annual Review in the second Autumn half term. The Headteacher has the final decision regarding admissions into KS5.

The basis for this decision will take account of the 3 main admission criteria (in sec1.1, 1.2, and 1.3 above), in addition to an assessment of the student's ability and capacity in the following 3 areas:

A. Learning Ability: more able students will be expected to make the transition into a mainstream Community FE College, unless other criteria below apply.

B. Independence: For students to successfully move from MGC they will require a reasonable level of independence inc. personal care and organisation; travel; capacity for self-directed learning.

C. Social and Emotional Resilience: those students who are more confident in less supported work/social environments will be expected to take the next step in their development by moving on from MGC

Places at MGC FE are prioritised for students who are on roll at MGC during Year 11.

If there are spaces vacant after all existing MGC students in Yr 11 & their parents have had the opportunity to discuss and make decisions on their post 16 options, then these will be offered to students from other Yr 11 educational settings.

The guidance, as set out in sec1.1, 1.2, and 1.3, and sec4. A, B, and C, above, will be applied when making decisions about the admission of students into FE from other educational settings.

The provision in MGC FE is available for a 1, 2 or 3 year placement. For some students the offer of a place will be made with a clear recommendation about length of placement; for others it will be left open, and discussed with parents on a termly basis.

5. Transport

If the LA agrees to place a student at Manor Green College, they will be responsible for funding and providing home-school transport so long as the student:

1. lives more than 3 miles from the College and
2. is not capable of independently using public transport

Spare seats on school transport vehicles which are offered to pupils who do not qualify for assistance are called 'concessionary seats'. There is a charge to parent/carers for concessionary seats.

Transport arrangements can be discussed by contacting the West Sussex County Council Transport Team. Contact details are provided in Appendix 2. The decision of the allocation of transport or concessionary seats do not come under the jurisdiction of Manor Green College and all parental queries should be raised with the Transport Co-ordination Team or Post 16 Team for FE students.

Transport arrangements for students from other placing authorities who live outside of WS will be the responsibility of that placing authority.

Monitoring and Review

This policy will be reviewed annually. Next review Autumn Term 2026.

This Policy was formally agreed and ratified by the Governing Body on 23.9.25

Signed: *John Drury*
Chair of Governors

Appendix 1

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Appendix 2

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Fax: 01243 777946

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