Post-16 Admissions
Guidance for Young People
with an EHCP or SSEN
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The aim of this document is to provide you with an overview of what options are available to you after Year 11.

This easy to read booklet outlines how to apply for a Post-16 provision and the admissions process for a specialist provision. It offers information on how your caseworker can support you in making a decision which is right for you, as well as what you need to be doing throughout the process.
Introduction:

At your **Year 9 Annual Review** you should begin to be thinking about preparing for adulthood and what you would like to do when you leave school.

At your **Year 10 Annual Review** your school will help you to start thinking about what your next step will be when you **finish Year 11**.

All young people are encouraged to stay in education or work-based training until they are 18, however after year 11 there are lots of different options available to you.

This may include:

- Staying at your current school if it has a sixth form
- Moving to specialist provision
- Going to your local college
- Supported Internships or Apprenticeships

Your caseworker can help you to think about these options and what is right for you. There is also a [16+ Route Planner](#) on the Local Offer website to help you.

*It is important that you visit any school or college that you are interested in during Year 10 and Year 11 and that you follow their application process.*
Applying for a Post-16 Provision:

I would like to stay at my current school...

If your school has a sixth form and it was agreed at your Year 10 annual review that it can meet your needs after Year 11 then you will automatically have a place in Year 12 and you don't need to reapply.
You may want to attend a Further Education or Sixth Form College if this is your preference and if at your Year 10 annual review it was felt this would be the most appropriate provision for you after Year 11. These colleges offer a wide range of academic and vocational courses and have supported learning staff to ensure students receive the support they need at college.

These Colleges are run independently and each offer different types of courses and have their own admissions process. Contact details for colleges can be found on the Local Offer website. You should contact colleges in the autumn term of Year 11 to discuss the courses available, the support they can offer you and how you apply. Your caseworker can support you with this. You will need to complete an online application form that is available on the college websites and it should be submitted to the colleges by the end of the Autumn Term of Year 11. The college will then invite you for an assessment so that they can help you choose a course that interests you.

When you have an offer from a college you should tell your caseworker. Your caseworker will then send the college a copy of your draft EHCP and agree the arrangements that will be put in place to support your needs. These will be written into your amended EHCP.
If you are currently at a special school that ends at Year 11, or if your annual review has suggested that you may need specialist provision post-16 then you should apply for a post-16 specialist placement.

You should let your caseworker know that you are interested in attending a specialist college; the admission process is explained below.
Admission Process for Specialist Provision:

**Step One**

If at your Annual Review in year 10 either you, your parent/carer or your caseworker feels that specialist provision might be right for you after year 11 then your needs will be considered by the **New Round Forum (NRF)**. This is a group of professionals including teachers, educational psychologists and caseworkers who will make a recommendation on the type of provision they think is right for you after year 11. Your parent/carer will be asked to tell us what they think is right for you, and the NRF will use this information to inform their recommendation.

**Step Two**

You and your parent/carer will be informed about the recommendation of the NRF. This recommendation is intended to help you to choose what you would like to do after year 11, however you do not have to follow it. You will have some time to think about your options and then we will ask you to complete a form which tells us which school/college you would like to go to after year 11.

*It’s important to be aware that whilst you are free to choose whichever school/college you want, this may affect whether you are eligible for travel assistance.*

*Surrey County Council plans to introduce a new Travel Assistance Policy for Children and Young People with SEND 0-25 years which, if adopted, will apply to the cohort starting in September 2018.*

*The proposed draft policy can be viewed [here](#).*

*Until the new policy has been confirmed, the existing policy will apply. The existing policy can be found [here](#).*
Step Three

We will look at these forms and try and provisionally match everyone with a place at the school they have told us they want. Sometimes lots of people want to go to a particular school and there are not enough places for everyone. In these situations the fairest way to select who gets a place is through oversubscription criteria:

1. Looked After Children/Young People
2. Exceptional Circumstances and Siblings
3. Children/Young People for whom this is the closest appropriate provision to their home
4. Distance from home to school(*

This means that young people who are in care get first priority, and then we consider any exceptional circumstances or if the young person already has a brother or sister at that school. We then measure the distance between your home and the school and provisionally allocate young people a place who live nearest. Distances are measured in a straight line, ‘as the crow flies.’

*Young people whose applications are considered under category 3 or 4 will be sub-ranked by home to school distance, with the nearest being given priority. The home address used will be the one where the young person resides the majority of the time. We cannot use a childminder’s or relative’s address. Where a young person divides their time equally between addresses it is up to the parents to decide which address to use
Step Four
We will send you a copy of your draft EHCP. You and your parent/carer should read this and discuss with your caseworker any changes you wish to request. We will also send you a letter saying which schools you have been provisionally allocated a place at. Before we can give you a formal offer of a place at a school, we must consult with the school to make sure that they can meet your needs.

At this stage, if you would like us to consult with another school then you have the right to request this.

Step Five
We will send a copy of your draft EHCP to the school or schools we have told you we will be consulting with. They then tell us whether or not they can meet your needs. If we agree to make any changes that you have requested to your draft EHCP, we’ll let the school know.

Step Six
We will let you know which school can meet your needs and include this in your final EHCP.
Definitions:

**Home:** The address where the young person resides the majority of the time. We cannot use a childminder's or relative's address. Where a young person divides their time equally between addresses it is up to the parents to decide which address to use.

**Preference:** Under the Code of Practice you have a right to request a particular school. We will do what we can to give you this preference wherever possible, however there are instances where you may not get a place if the school is oversubscribed or if when we consult with the school they feel that they cannot meet your needs.

**Oversubscription criteria:** When a school is oversubscribed these are the criteria we apply to determine who gets a place.

**Provisional allocation:** When we apply the oversubscription criteria you may be provisionally allocated a place. This means that even though you have got into the school according to the criteria, under the code of practice we must consult with the school to ensure they can meet your needs. It is only after the school has confirmed that they can meet your needs that the formal offer can be given.

**Nearest appropriate provision:** The NRF will make a recommendation as to the type of provision that will best meet your needs. Your nearest appropriate provision is the nearest school/college of this type to your home.

**You:** The young person. If you are aged 16 or over you have the right to participate in decisions about your provision unless you lack the mental capacity (as outlined in the Mental Capacity Act 2005) to make a particular decision. In these situations your parent/carer or representative would make the decision on your behalf.

**We:** Surrey County Council