



Admissions Policy

Date: August 2025

Review Date: August
2026

Scope

Unless expressly stated to the contrary any reference to Little Gate, Little Gate Farm or the Charity should be treated as including Little Gate College, and any reference to client/participant/work trainees should be treated as including a Student of Little Gate College.

From September 2024 Little Gate opened its college for 16–24-year-olds.

This policy sets out any additional requirements of children and young people who will attend Little Gate.

Introduction

Little Gate Farm is a registered charity in England and Wales (1153584).

Aim

This policy outlines the College's policy and practice for managing the admission of students. It aims to provide a fair and consistent procedure for admissions that can meet student's needs as set out in the Education Health Care Plans.

The overall aim is to underpin the College's mission and values as set out below and provide clarity on the admissions criteria and process.

This policy is linked with the College publications such as the College prospectus, website, course leaflets and all marketing materials.

Due regard is paid to equal opportunities legislation. Please see the separate Equal Opportunities and Diversity Policy.

Vision

The vision for Little Gate College is to improve the number of people with SEND who are in paid employment. Our Study Programmes will provide opportunity to a group of people who are currently underrepresented.

Mission

Little Gate is a supported employment charity enabling adults and young people with learning disabilities and/or autism to fulfil their work potential. This entails pre-employment training, work experience and routes into work through Supported Employment.

General Admissions Criteria

The following admissions criteria is required for all programmes offered by **Little Gate College**:

- Students attending Little Gate College would not normally be able to access mainstream college provision.
- Students must be aged between 16 and 25 years of age. Students aged 24 years of age on 31 August prior to their start date will only be able to study, and be funded, until the end of the academic year in which they turn 25.
- Students should have a diagnosis of special educational needs (SEN) with a range of additional needs including moderate learning difficulties and/or autism.
- Students must have an Education Health and Care Plan (EHCP) in place.
- There should be a clear identification of required outcomes from the student's local authority, in accordance with your EHCP.
- A young person should be able to manage their own personal care and toileting.
- Students should be able to demonstrate a strong ethos and commitment to engage in learning and a desire to be in paid employment.
- Either travelling on public transport independently or want to learn how to travel independently on public transport.

Any agency or advocate may make an application on behalf of a young person, with the agreement of that individual and/or their parents/primary carer. Young people are welcome to make their own application.

Achievement Requirements

We expect students who apply for a place at the College that have not achieved GCSE Grade 4 Math's/English, unless assessed as exempt, to continue to study towards either these GCSE levels or a stepping stone qualification.

In addition, we expect successful applicants to the College to work on their progression to meet their educational outcomes and personal development as outlined in their individual Educational Health and Care Plan (and behaviour plans where these are in place) and adhere to the Student Positive Behaviour Policy.

We expect all students and children to be able to:

- Complete independent study, noting where a student or child has been assessed as requiring additional learning support.
- Hand work in on time.
- Have a good attitude towards their work.
- Have a good attitude to the students, children and staff who work with them.
- Manage their own personal care and toileting
- Have good attendance, aiming for 100%.
- Be on time and ready to start their learning.
- Meet the targets set in their lessons.

Procedure – Little Gate College

- Contact us to arrange a visit, and/or complete an Expression of Interest Form. We recommend that you visit us 9 to 12 months before you wish to join the college to give enough time for the application to be processed.

- After the visit, if you think this may be the right Specialist College for you, complete an application form.
- We will review the application and decide if we can offer an assessment/consultation. We may need to meet with you again.
- As part of the assessment/consultation process, we may visit your current school or place of study. This is to establish your level of ability and needs.
- We will look at information from any previous place of study and any professionals who have worked with you.
- Assessment will be undertaken by a multidisciplinary team.
- Individual risk assessments will be completed to make sure your needs can be met safely in college, on work placements and in the wider community.
- If, after the above process and meetings the College makes a provisional offer of a placement, you will be asked to complete a full Enrolment Form, and we will help you to contact your home local authority to name Little Gate College on your EHC Plan.

Acceptance Criteria – Little Gate College

Acceptance is dependent upon confirmation that:

- Little Gate College can meet the needs identified in the EHCP and the student can access the curriculum.
- Little Gate College study programmes will support outcomes identified in the EHCP.
- Successful application for funding via the young person's home Local Authority.
- There are some therapies which Little Gate College is unable to deliver in-house and provisional offers of a placement may be dependent upon the young person's home local authority agreeing to commission and fund these therapies separately
- Little Gate College is unable to offer a place to young people where their behaviour is such that it would be incompatible with the efficient education of others, or the efficient use of resources.
- If we don't think the College can meet your needs, we explain why.
- Once funding is confirmed, we will work with you to provide an individual study programme which will support and promote your learning. This will be informed by your views, hopes, aspirations and the work experience opportunities the College offers.
- We will send you an induction pack before you are due to start which tells you everything you need to know about coming to The College.

Any offer of a place at Little Gate College is subject to obtaining funding and students and parents/carers signing the student agreement form.

Contact Details

Little Gate College – 01797 260580 Option 3 (College) - jogore@littlegatecollege.co.uk

Policy Review and Updates

This policy is subject to regular review to ensure that it remains accurate, effective, and aligned with legal and regulatory changes.

Signed by trustee	Maxine Leigh	<i>Maxine Leigh</i>	
Signed by CEO	Andrea Randall-Smith	<i>Andrea Randall-Smith</i>	

Reviewed by	Date	Changes made	Next review date