

SupaJam Admissions Policy

August 2020

(Next review date August 2021)

Equal Treatment:

We welcome students from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of the SupaJam Education in Music and Media community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinions, national or social origin, association with a national minority, orientation, property, birth or other status.

Disability and Special Educational Needs:

SupaJam Education in Music and Media has facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001, The Children & Families Act 2014 and SEND Code of Practice (January 2015) to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, SupaJam Education in Music and Media can cater for adequately.

SupaJam Education in Music and Media needs to be aware of any known disability or special educational needs which may affect a child's ability to take full advantage of the education provided at SupaJam Education in Music and Media. Parents or guardians of a child who has any disability or special educational needs should provide SupaJam Education in Music and Media with full written details at registration, or subsequently before accepting the offer of a place.

SupaJam Education in Music and Media needs this information so that, in the case of any student with particular needs, we can assess those needs and consult with parents or guardians about the adjustments which can reasonably be made for the student. Similarly, if special educational needs or disability become apparent after admission, SupaJam Education in Music and Media will consult with parents about reasonable adjustments that may allow the student to continue at SupaJam Education in Music and Media.

Age restrictions :

All students without an EHCP (Educational Health Care Plan) must be aged 16-18 on the date that their course begins. Those students who are already 19 on the 31st August before the course commencing without an EHC Plan will not be able to enroll unless they agree to fund their place.

Students with an Educational Health Care Plan can be aged up to 24 on the date that their course begins. Students turning 25 in the academic year with an EHC Plan should be able to enroll subject to your local authority agreeing to the placement.

Note: All students with an ECH Plan should only be able to enroll once their local authority has consulted with SupaJam Education in Music and Media and has

agreed to the placement. This is a requirement under the Children & Families Act 2014 and the SEN Code of Practice 2015.

Over-Subscription:

In the event of over-subscription, the following criteria apply and students will be given priority of placement in the following order of priority:

1. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)
2. Students who have an Education Health Care Plan up to the age of 25
3. Students aged 16-18 and not already in Education or Employment
4. Siblings of students already attending the college

Enrolment process:

Students are not required to have any prior qualifications before starting at SupaJam Education in Music and Media. If they do not have a minimum of grade 4 in English or Maths they will be required to study either functional skills, or, if they have previously achieved a Level 3 (D grade equivalent) then they will be required to re-sit these subjects.

The Senior Leadership Team reserve the right to hold any student interviews at their discretion.

Students will be required to attend an enrolment day during the summer holiday period to complete the relevant enrolment paperwork. When they attend the enrolment day, students must prove their eligibility by providing SupaJam Education in Music and Media with the following documents/information:

1. Proof of ID - One of the following:

- passport,
- birth certificate,
- adoption certificate,
- driving license (full or provisional)

2. National Insurance number

3. Any prior educational certificates (even if they are not graded 9-4 or A*-C)

4. Educational Health Care Plan (if the student has one)

If any of the above is missing then students will be unable to complete their enrolment or attend lessons at SupaJam Education in Music and Media until they are produced.

Should a student not be able to attend an enrolment day for any reason, an alternative date or opportunity to provide information digitally may be offered at SupaJam's discretion.

Students will then receive a letter confirming that they have enrolled. This letter will contain (as a minimum):

- The RSL course name
- Number of course hours
- Start and end dates of the course

The student should retain this letter as evidence for any benefit applications.