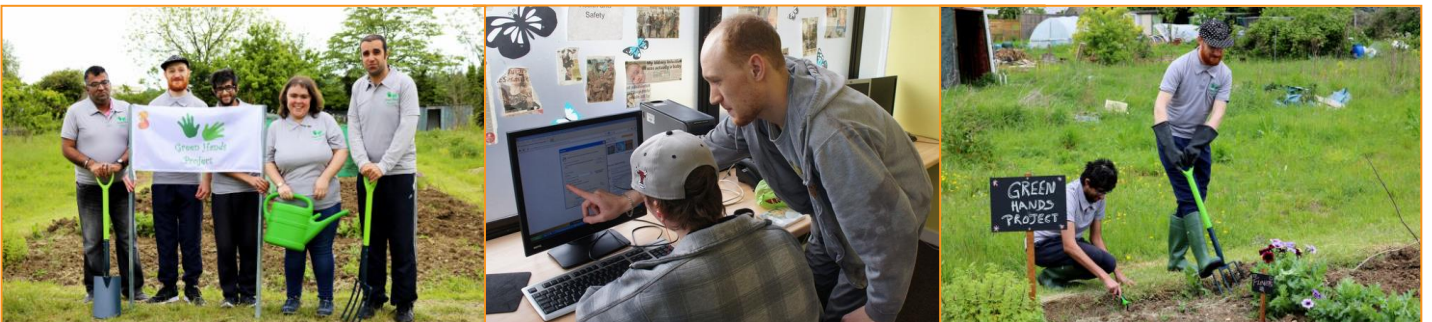


Admissions Policy

Application Process



About Seva Education

Our Vision...

Seva Education deliver sessions that are supported by AQA Unit Award Scheme and ASDAN modules for primarily young people aged 18 - 25. These are focused on the development of four main areas:

- Employment and enterprise
- Independent living
- Good health
- Friends, relationships and the community

Our Campus offers

- A Café - the Flying Saucer (focuses on Employment and Independent Living)
- An Office (Focus on Employment)
- Farm allotments with chickens - (Focus on Independent Living)
- A Kitchen- (Focus on Independent living and Employment)
- An Independent living flat (Focus on Independent Living)
- An Enterprise, selling our horticulture product- (Focus on Employment and Independent Living)
- Pottery and craft - (Focus on Employment)
- Travel training- (Focus on Independent Living)
- Park hubs- (Focus on Good Health, Friends Relationship and the Community)

Assessment and Enrolment

On the assessment day, we will be looking to make sure that we can meet your needs, and that we are the most suitable place for your future.

We will also be assessing to see whether you might need some additional help when you are with us too.

Finally, the assessment will help us to determine what pathway and which sessions would be most appropriate to you.

Please note, to embark upon our paid internship programme, you must be a stage 2 - 3 learner.

Offer of placement

An offer of placement will be made if it is felt that it would be in your best interest, and if we can meet your needs. If we feel that the placement may not be suitable, we will communicate this with you with details of why.

The Formalities

The following principles are used to inform Seva Education's admissions process:

1. Seva Education will consider an application for placement from, or in connection with, any individual regardless of age, race, gender, sexual orientation, religion or belief, disability, social status, marital or civil partner status, pregnancy or maternity, gender reassignment as long as they are willing and able to engage in the curriculum offered and they and others can be kept safe.
2. Seva Education will use the application form, EHCP and all associated reports to make a decision about whether to offer an assessment. The applicant must share all information openly with Seva Education, including information on risks to self and others. Seva Education asks for the applicant and or responsible parent, for consent to gather information from external professionals where necessary
3. If an assessment is offered, the applicant will be invited to a trial day where they take part in timetable activities. During the assessment, they will have a member of staff with them at all times.
4. If an assessment is not offered, the reasons will be explained to the applicant and / or those with Parental Responsibility, as appropriate.
5. Seva Education will ensure that the applicant and those who are responsible for them are kept informed throughout the admissions process.
6. Seva Education will identify the cost of each placement based on the applicant's needs. This will either be the standard placement fee, or, if a risk assessment indicates that this is necessary, an enhanced fee. This is to ensure that sufficient support and correct provision is in place for each individual. Seva Education will provide local authorities and other funding agencies with qualifying information to justify the level of funding requested.
7. Seva Education will work with the applicant and, where appropriate, those who are responsible for them, to ensure appropriate and relevant

information sharing is agreed and that information is shared in a timely and agreed manner.

8. In the event of new or unexpected risks becoming apparent during any visits that take place to the provision as part of the admission and assessment process, Seva Education will:
 - a. Review the visit arrangement and work with the applicant and those who are responsible for them to make sure the visit is safe to continue until new arrangements can be put in place for the applicant
 - b. Take whatever measures are necessary to ensure the safety of the applicant and others at the provision, until the visit arrangements can be reviewed, or additional support provided.
 - c. In extreme circumstance, terminate the assessment.

EHCPs

All students that apply must have an EHCP to access the Seva Education programmes. If you need more information about how to apply for an EHCP, contact your local authority.

At Seva Education, we will endeavour to help every applicant achieve their aspirations, and end goals, in their EHCPs, as they approach the end of their learning journey. To make sure that we are able to meet need, we will thoroughly assess the EHCP. We will communicate to yourselves and the local authority, any elements of the EHCP plan that we do not feel able to meet. We anticipate being able to flex to all of your needs where possible, so will explore creative options with you and the Authority.

Capacity and Staffing

Seva Education can accommodate up to 30 young people on Education Health Care (EHC) Plans. We employ experienced members of staff throughout our campus and environments where students can learn in individual or small-group settings in order to meet the needs of each student.

Funding

Learners at Seva Education can be funded by personal budgets, partnerships (subcontracting via colleges) and directly by Local Authorities.

Residential

If you express an interest in the residential side of our provision, we will conduct a thorough risk assessment. It is likely that a residential assessment can happen at the same time as your day assessment.