

PRE-16 PROTOCOL FOR GRANTHAM COLLEGE

If you are approached to consider a pre-16's entry to college the following protocol must be followed.

1 Initial conversation

Before the admission procedure can commence it is essential that the Student Experience Manager has an opportunity to speak with the parent/carer of the applicant to establish if the young person is Elective Home Educated (EHE) or on a school roll. They must make the parent/carer aware that approval will need to be given by the school or the Local Authority before a placement can be agreed.

Person to contact – Student Experience Manager

2 Offer Interview

Before the young person is accepted it is necessary to find out what area of curriculum they intend to study. This needs to be done via an initial advice and guidance interview with the 14-16 Student Mentor.

Person to contact – Student Experience Manager

3 Curriculum Interview

Once a prospective student has chosen a course the Curriculum Manager needs to be contacted to:

- a) Find out if there is space on the course and;
- b) To carry out an interview to assess whether the prospective student is suitable for the course.

It may be appropriate for the Course Leader or Lecturer to conduct an interview though this is at the discretion of the Curriculum Manager.

Person to contact – Curriculum Manager

4 Acceptance Panel

It is important to establish who is asking us to take the pre-16 student and who will be paying their fees. If it is the school then the costs must be agreed between the Student Experience Manager and the school. The school is then responsible for payment. We must have acceptance of these costs in writing, and through a Service Level Agreement.

If the person approaching us is a parent or member of the Local Authority, such as an Education Welfare Officer or a member of the Attendance & Inclusion team, it must be established if the young person is EHE. In order for this to happen the young person must have been elective home and this must be confirmed by the student's Local Authority. Once this has been clarified the college will claim ESFA funding.

Before accepting a pre-16 a meeting needs to be arranged between the school/LA, Curriculum Manager and the Student Experience Manager. This is to ensure that the young person is placed on the correct course, can be safeguarded and the school/LA and parents are aware of what we can do for the young person. This will involve a conversation about maths and English and whether time can be split between the school and the college.

Initial contact to arrange meeting - Student Experience Manager

5 Safeguarding and Pastoral Support

If the student is accepted it is important to ensure that they are going to be safe with us. The group they are due to go into must be discussed with a member of the College Safeguarding Team so that if there are any students in that group who may present a risk to the pre-16 that this is taken into consideration and safeguards put in place.

Person to contact – College Safeguarding Team

6 Additional Learning Support

It might be that the student requires Additional Learning Support (ALS). If the student is on a school roll then they are responsible for either providing or paying for any ALS and these costs must be included in the agreement, signed by the school. There is no funding from the Local Authority for EHE students. However, if the College is claiming ESFA funding then ALS can be included as with other ESFA funded students.

Person(s) to contact – MIS Manager & Learning Support Coordinator

7 Confirmation from Registry

Once it has been agreed which course the pre-16 is joining, Registry must be informed that the student will be joining that course so that they are aware. The MIS Manager should be passed any evidence to support the placement of an EHE student by the Local Authority. This needs to be either a letter or an email from the Local Authority.

Person to contact – MIS Manager

8 On-going Support

Pre-16s are vulnerable students and so it is essential that they are referred to a Student Mentor who can meet with them regularly and be a point of contact if they have any worries or concerns.

Person to contact – Student Mentor with responsibility for 14-16

Student Experience Manager	Sarah Szulczewski	Ext 260
MIS Manager	Tracey Hart	Ext 308
College Safeguarding Team	Claire Temprell/Jo Bowman/Lorna Hollands/Sarah Szulczewski/David Ferguson/Lucy Brown	Ext 0
Student Mentor (14-16)	Robert Moreland	Ext 382
Learning Support Coordinator	Debbie Norman	Ext 339
Asst Principal – HR & Student Services	Claire Temprell	Ext 262

Quality Assurance – version control			
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Approved by:	SLT	Date approved:	2 May 2017
Equality Impact Assessment Date:	April 17	Last review date:	April 17

APPENDIX A

Extract from '[Funding guidance for young people 2016 to 2017](#)'

Students under 16

43. There is a single date when young people can legally leave school in England, which is the last Friday in June for those people who have completed Year 11. For the purposes of funding, 'under 16' means 'aged under 16 on 31 August 2016.
44. Where parents seek to enrol a young person of compulsory school age on a full time programme, and that young person has previously been in provision funded by a local authority (a maintained school, alternative provision or "education otherwise") or in an academy or free school, colleges (other than those eligible to claim direct funding under paragraph 46) and institutions are advised to involve the school and local authority (LA) in discussions as appropriate. In most cases, an institution wishing to enrol a student aged under 16 on 31 August 2016 should seek funding from the LA, school or academy if appropriate.
45. The EFA may fund provision for students of compulsory school age within the post 16 funding methodology as set out in the following paragraphs.
46. Compulsory school age students in eligible colleges are expected to be funded through the separate funding arrangements for the 14 to 16 age group, as described in full in the guidance published on GOV.UK. Where a college meets these requirements and has notified the EFA of its intention to recruit 14 to 16 year olds direct then funding for all 14 to 16 year olds studying below level 3 will be through the separate 14 to 16 funding arrangements detailed in companion document funding rates and formula.
47. Institutions (including colleges eligible to claim funding for other 14 to 16 year olds in the above paragraph) may record elective home educated students for post-16 funding and these students will be counted for lagged funding purposes.
48. For individual compulsory school age students who have completed their statutory education and hold qualifications at least equivalent to a full level 2 (achieved at an earlier age than normal) and who wish to enrol on a full level 3 course in autumn 2016 then institutions may record them for post-16 funding without the need for individual student approval by the EFA and these students will be counted for lagged funding purposes.
49. In exceptional circumstances, for example students arriving in the UK for the first time during school year 11, the EFA will consider provision for such individual students of compulsory school age to be eligible for EFA post 16 funding. Groups of students would not be eligible for funding, since by inference such circumstances are unlikely to be exceptional.