



[Works4u](#)

Admissions Policy 2025

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Statement of intent

At [Works4u College](#), we welcome all pupils, and places at the College are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that College will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the LA is and other responsible bodies in our College.

Type of Provider	Who is the LA?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the College?
Post 16 SPI/ AP	<p>Works4u partner with various LA's for student placements including (but not limited to)</p> <ul style="list-style-type: none">• Tameside• Bury• Bradford• Derbyshire• Oldham• Stockport• Cheshire• Manchester <p>*Please note this list is not exhaustive</p>	James Mackie	LA

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- College Standards and Framework Act 1998
- DfE (2021) 'College Admissions Code'
- DfE (2023) 'College Admission Appeals Code'
- The Education (Independent College Standards) Regulations 2014

This policy operates in conjunction with the following College policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Roles and responsibilities

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the College.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Colleges Adjudicator without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.

James Mackie – Centre manager is responsible for

- Liaising with the LA where relevant regarding admitting pupils to the College.
- Working with the LA when determining the College's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.

The Colleges Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

3. Admissions arrangements

The published admissions number (PAN)

The number of places available is determined by the capacity of the College. The PAN for 2025/2026 is 80

As an independent Specialist Post-16 Institution (SPI), we are not bound by a fixed Published Admission Number (PAN) as set by Local Authority (LA) maintained settings. In accordance with the SEND Code of Practice (2015) and the Education and Skills Funding Agency (ESFA)

requirements for independent providers, our PAN is determined by the resources, staffing levels, and facilities available to meet the needs of our learners. We reserve the right to review and amend our PAN at any point in the academic year where there is a change in capacity, such as the recruitment of additional qualified staff or the expansion of learning spaces. Any adjustment will be made with due consideration to safeguarding, quality of provision, and the individual needs of learners, ensuring compliance with all relevant statutory and contractual obligations.

Oversubscription criteria

In the event that applications exceed our Published Admission Number (PAN), places will be allocated based on the following priority order:

1. Learners with an Education, Health and Care Plan (EHCP) naming our provision.
2. Learners currently attending a Works4U programme who require progression within our provision.
3. Learners referred by the Local Authority with confirmed funding arrangements.
4. Learners referred by external agencies, schools, or colleges where a clear match to need and provision is established.
5. All other applicants, prioritised according to the date of completed application and assessment.

Catchment areas

We do not operate a defined geographical catchment area. As an independent Specialist Post-16 Institution (SPI), we work with multiple Local Authorities, and it is the responsibility of each Local Authority to determine which learners they will fund to attend our provision. Admissions are therefore based on individual learner needs, Local Authority funding agreements, and our ability to meet the learner's requirements, rather than their home address.

Selective criteria

As an independent Specialist Post-16 Institution (SPI), we are not academically selective; however, due to the specialist nature of our provision, admission is based on the learner's individual needs and our capacity to meet those needs effectively. Selection decisions are informed by a thorough review of the learner's Education, Health and Care Plan (EHCP) where applicable, relevant reports from professionals, and the outcomes of any pre-admission assessments. We prioritise applicants whose needs align with our specialist expertise, resources, and facilities, ensuring that we can deliver a safe, high-quality, and supportive learning

experience. In all cases, selection is not based on prior attainment or academic testing, but rather on the suitability of our provision to enable the learner to achieve their potential.

Equal opportunities

Works4U is committed to providing equal opportunities for all applicants. We will not apply any admissions criteria that exclude individuals on the basis of a protected characteristic as defined by the Equality Act 2010. Our admissions process will not indirectly disadvantage a greater proportion of applicants with particular protected characteristics unless it can be demonstrated that this is a proportionate means of achieving a legitimate aim. We will not discriminate against disabled applicants and will make reasonable adjustments to ensure access to our admissions process and provision.

Admissions procedures

We accept applications all year round and operate a rolling admissions process. Applicants may be referred by Local Authorities, schools, colleges, or other agencies. In all cases, admission is subject to Local Authority agreement to fund a placement and Works4U's ability to meet the learner's individual needs.

We offer initial referral meetings and visits to all potential applicants, regardless of protected characteristics. Where required, reasonable adjustments will be made for disabled applicants or parents/carers. We may assess our ability to meet an applicant's needs through:

- Consulting with the LA to discuss the students needs and EHCP Outcomes and how Works4u can meet them
- Inviting the applicant for an initial referral meeting
- Induction/ taster sessions at Works4U.

4. Consultation, determination and publication

Consultation

As an independent Specialist Post-16 Institution (SPI), Works4U is responsible for determining its own admissions arrangements. We will review our admissions policy annually to ensure it remains compliant with legislation and reflects our operational capacity and specialist provision. Where any significant changes to the admissions arrangements are proposed, Works4U will consult with key stakeholders – including partner Local Authorities, parents/carers, and relevant external agencies – for a minimum of six weeks. Consultation will normally take place between 1 October and 31 January in the determination year but may be carried out at other times where operationally necessary. Even where no changes are made, Works4U will carry out a full consultation at least once every seven years.

Determination and publication of admissions arrangements

Works4U will publish its admissions policy, including full details of our admissions process, criteria, and the contact details of the individual responsible for admissions liaison, on our website. This policy will be reviewed annually and finalised by 28 February in the determination year, even if no changes have been made. The updated admissions arrangements will be published on our website by 15 March each year and will remain available for the full offer year.

Any objections to the admissions arrangements should be made in writing to the Works4U Senior Leadership Team. If an objection cannot be resolved internally, it may be referred to the relevant external body, such as the Education and Skills Funding Agency (ESFA) or the Local Government and Social Care Ombudsman, depending on the nature of the concern.

5. Applications and offers

Applications to Works4U are made through consultation with the relevant Local Authority, school, or other training provider. A referral form is available on our website for completion by the referring party. The referral must include:

- The applicant's full name, date of birth, and contact details.
- The applicant's address and proof of residence.
- Relevant background information, including educational history, support needs, and any Education, Health and Care Plan (EHCP) documentation if applicable.

Once the referral is received, Works4U will review the information provided and respond to the consultation. If the referral is suitable and funding is confirmed or in process, the applicant will

be invited to attend a referral meeting to discuss their needs, requirements, and potential support.

Following the referral meeting, the applicant will be invited to attend taster days at Works4U. If a placement is agreed, the applicant and their parent/carer will receive a proposed personalised timetable tailored to the young person's needs and aspirations.

To accept the placement, the following must be completed and returned:

- Enrolment form
- ILR privacy notice
- Enrolment and learning agreement
- Conditional offer acceptance form

Only once all documentation is received will the placement be confirmed and a start date agreed.

6. In-year admissions

Because we operate rolling admissions, in-year applications are processed in the same way as those at the start of an academic year. Where a space is available and the applicant meets our admissions criteria, a place will be offered without delay.

7. Waiting lists

If no place is available, the applicant's name may be added to our waiting list. This list is ordered according to our oversubscription criteria and reviewed when places become available.

8. Admissions appeals

If an application is unsuccessful, the Local Authority will be informed in writing, including the reason for refusal. In most cases, refusal only occurs if:

- Works4U is unable to safely meet the student's care or health needs.
- The programme is deemed too advanced for the student's current learning ability.
- The provision offered does not align with the young person's aspirations or goals.
- The college is fully subscribed for the year

Following a refusal, the student's SEN Caseworker will consult with alternative providers to identify a suitable placement that meets the child's needs.

9. Monitoring and review

This policy will be reviewed by the SMT on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is 01.08.2026