

Admissions Policy 2024-25



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Petty Pool is a generic special College for learners aged from 16 – 25 years and is a sub contracted provision working in partnership with our FE mainstream College Partner Cheshire College South and West. Learners have a wide range of special educational needs including autism, emotional and learning difficulties some having complex learning, sensory and associated medical needs. All learners must have an Education Health Care Plan.

We support students from across the northwest including Cheshire West and Chester, Cheshire East, Warrington, Wirral, Liverpool, Trafford and Halton. We work closely with our local authority partners throughout the admission process to keep them informed of applicants. All offer of places is based on the approval of funding from the local authority.

The College provides a personalised programme of study for young people with flexible, bespoke and personalised courses which allow our learners to develop skills which will help them to prepare for adulthood, access the wider community, develop independent living skills and move into volunteering, further training or employment. We offer a holistic learning environment with trained staff and resources to best support the needs of our young people.

A full description of our provision is described in our Admissions booklet which is available to read or download from our website:

Petty Pool will not be able to offer places to all those who have applied if the composition of admissions looks likely to exceed the number of planned places, or:

- class sizes will become too large and unmanageable
- health and safety procedures are likely to be breached
- the financial resources to provide specialised equipment or additional support become totally inadequate.

Admission Arrangements

We aim to ensure learner voice is at the heart of all decisions regarding admissions at Petty Pool College. Our admissions process has been designed to ensure the learner is involved in all discussions regarding joining Petty Pool and allows the individual to realise his/ her own desires and aspirations.

Admissions and Transition Process

The deadline for applications is October each year for the following academic year.

Appropriate professionals, schools and careers advisors are notified that the admissions process has begun. We work closely with local authorities and schools and keep them informed regularly throughout the process.

The transition process has been implemented to ensure each student who starts Petty Pool has a smooth transition from school to college.

Admissions procedure includes:

- Attendance at open events and individual college tours on request.
- Option to participate in Pathways to Petty Pool. The 6-week programme includes a full and varied timetable for learners and provides them with the opportunity to get a firsthand experience of life at Petty Pool College. Learners will participate in a tour of Petty Pool, complete taster sessions in each of our vocational areas and join a class for a week in their chosen vocational pathway. During the final week, learners will take part in team building activities on our outdoor centre with our qualified staff.
- Petty Pool staff attendance at EHCP reviews as early as Year 9 were appropriate to help gather useful information around support strategies, hopes and aspirations for the future.
- Application forms completed via Microsoft forms which can be found on the Petty Pool website or by contacting the college. This assists in the admissions process by gathering information around levels of need, current attainment, and course choices. (October)
- Liaison with schools/Local Authority and other professionals to ensure receipt of all appropriate learner information. This could include EHCP's, health documentation, mobility reports and speech and language reports.
- As part of the admissions process every learner is invited to attend two transition days. This will involve a familiarisation tour of the college and taster sessions in the vocational areas they chose on their application form. The taster sessions will be completed in classes with our existing learners. School staff are asked to support these visits to allow learners to feel as comfortable as possible in a new setting. This also allows Petty Pool staff to start baselining and getting a good understanding about learners' particular strengths and ways of working. Discussions with school support staff in a vocational setting will also help to inform decisions. (November)
- Once we have reviewed all applications, we hold an Admissions Panel to check we can meet need and that Petty Pool is the right place to learn for individuals.
- Offer letter sent out (December-January)
- Once offered a place, each learner is offered a tailored transition to suit individual needs, personalised in collaboration with schools, families, learners and Local Authorities.
- Students are invited to attend two new learner welcome days. These days will replicate a real college day and will involve learners attending sessions with their different tutors and learner mentors whilst meeting the other learners on their course. These two days are designed to prepare learners for their first day in September with minimum anxieties.

Admissions Panel

The admissions panel comprises of several members of the Petty Pool team who represent all areas of the college. The panel is designed to ensure decisions are made fairly and after considering all available information (EHCP's, applications forms, school information and attendance at transition days) as well as taking viewpoints from a wide range of professionals.

The admissions panel consists of several members of cross college staff such as admissions, curriculum and health and run each week following the two transition days students attend during the admissions process.

Following each panel meeting, decisions are made on whether the learner has been successful or not in gaining a place at Petty Pool for the subsequent academic year. A letter will be sent to the individual as soon as possible informing them of the decision and outlining the individualised provision offered. If the panel decide that Petty Pool is unable to meet need, the rationale behind this is documented.

Assessment and Eligibility

Learners are assessed to ensure Petty Pool College can meet all needs as described within an Education Health and Care plan. This helps to ensure learners are allocated to the appropriate teaching group and follow an appropriate personalised curriculum.

All students must have an Education Health Care Plan or equivalent. Petty Pool accommodate learners with a range of learning difficulties and disabilities, including moderate/mild learning disabilities, specific learning disabilities, Autistic Spectrum conditions, epilepsy, Downs Syndrome, Williams Syndrome and Fragile X. This list is not prescriptive, or exhaustive and each individual is assessed prior to entry, allowing the college to develop an individualised learning and support plan for each student. We focus on what young people can do and not what they cannot.

We will always endeavour to meet individual needs however we are unable to support learners who have personal care or very complex needs. That said, we work with a wide range of professionals to implement the strategies and plans that have been developed to support learners who are able to progress in their learning here at Petty Pool.

We adopt an approach to behaviour that is one informed by NAPPI supporting a positive behaviour strategy. Every learner is assessed on an individual basis, in order to determine if we are fully able to meet the young person's needs in relation to behaviour.

Assessment is based on

- The applicant's potential to become employed, be engaged in further training or volunteering
- Completion of an application form and attending two transition days
- PPVC's ability to fully meet the applicant needs
- The number of student places still available in chosen curriculum area
- The health, safety & well-being of all current students and staff including visitors to our outdoor centre
- The appropriateness of the learning environment for the applicant
- The scope and capacity of PPVC to meet the social, emotional, and/or behavioural requirements of the applicant

- The learner/ Tutor / support ratios required for the applicant
- Local Authority funding for additional support requirements or assistive technology
- Learners' ability to access a provision considered more appropriate. For example, in a GFE mainstream or ISC setting
- The level of prior qualifications attained by the applicant
- The curriculum subjects / qualification levels presently offered and capacity within each course

Petty Pool Offer

Every learner at Petty Pool will have a rich and varied curriculum based on their aspirations, EHCP outcomes and individual abilities.

All courses are offered as part of the study programme over four days and in assessing if Petty Pool is the right place for an individual, we consider their ability to participate in all aspects of the study programme.

For further information on the study programme please refer to Petty Pool Curriculum Offer Document. This details further the vocational streams, learning pathways and elements of the study programme tailored to meet individual interests, needs, aspirations and priorities in preparation for adulthood, employment, and future independence.

The vocational curriculum offer consists of:

- Horticulture and Grounds Maintenance
- Hospitality and Catering
- Retail and Customer Services
- Digital and Media
- Pathways to Independence
- Supported Internship

The study programme consists of:

- Independent Living
- Healthy Lifestyles
- Tutorials
- Enrichment
- Employability
- Functional Skills Intervention (Needs based)
- Internal and external work experience

Application Form

Application forms completed via Microsoft Forms which can be found on the Petty Pool website or by contacting the college.