



Putting young people first

Britannia Works
Talbots Lane Industrial Estate,
Talbots Lane,
Brierley Hill,
West Midlands,
DY5 2YX
Tel: 0121 5223717
Email: hello@wheelsvls.co.uk
Website: www.wheelsvls.co.uk

WHEELS VOCATIONAL & LIFE SKILLS CENTRE

Admissions Policy

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Company Registration No. 06608327

Registered Charity No. 1157795

Britannia Works, Talbots Lane Industrial Estate,
Talbots Lane, Brierley Hill, West Midlands, DY5 2YX.
Telephone: 0121 522 3717

WHEELS VOCATIONAL AND LIFE SKILLS CENTRE

ADMISSION POLICY

Pupils will be admitted in accordance with the protocols set out within this document but without reference to ability or aptitude. Children will not be discriminated against as laid down by The Human Rights Act 1998, The Equality Act 2010 and The Children and Families Act 2014.

The number of students admitted will be determined by the agreed admission limit in force each September and subject to safe staffing ratios to reflect the needs of all students in the care of the Centre.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit, if any.

- a) First priority for admission shall be given to relevant children looked after, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. See notes below.
- b) Second priority for admission shall be given to children with a “serious and ongoing medical/behavioural condition” where the Centre is the *most appropriate* Centre to meet the condition.

(Parents/Authorities must provide supportive information from the child's Hospital Consultant/Educational Psychologist/most recent Headteacher at the time of application in order to be considered under this criteria. This supportive information should include information about the needs of the child and should detail the difficulties the pupil would experience if they had to attend another setting. Parents/Authorities should also indicate why Wheels Vocational Life Skills Centre is the most appropriate to meet their child's condition rather than any other setting.)

d) Notes

- Relevant children looked after means children who are looked after by a local authority in accordance with the Children Act 2004 and who is (a) in care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services function.
- An adoption order is an order under The Adoptions and Children Act 2006. A residence order is an order settling the arrangements to be made as to the person with whom the child is to live under The Children Act 2004. The Children Act 2004 also defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- The decision of the Senior Leadership Team will be final in category (d) above to decide who has the highest priority for admission, subject to staffing.

Application Process

All applications will be co-ordinated via the Home School of the applicant and Wheels Vocational and Life Skills Centre. The application must comply with the following:

- Initial referral by a representative of the home school.
- Student and Parent/Carer interview with a member of the Senior Leadership Team of Wheels Vocational Life Skills Centre .
- Full disclosure of events leading to application for admission.
- Behaviour Log, Intervention Strategies and Outcomes must be provided.
- Assessment of Student's needs and Home School data or similar documentation.
- Agreement with Policies and Protocols of Wheels Vocational Life Skills Centre.

- Subject to the above being satisfactory and all applicable documents signed, an eight week probationary period will be effected. A phased introduction is sometimes necessary and Student/Parent/Carer and Home school will be informed of this at the final interview stage before admission takes place.
- Regular review meetings or contact with Parent/Carer and Home school may be necessary during the probationary period to ensure that the needs of the student are being met by admission to Wheels Vocational Life Skills Centre.
- Following a successful probationary period, the student will be offered a place at Wheels Vocational Life Skills Centre, subject to all other Policies and Agreements of the Centre with Parent/Carer /Home School representatives.

Waiting Lists

If the Centre is oversubscribed and children have been refused admission because other children have a higher priority for admission under the published admissions criteria, then those applicants who are unsuccessful will be asked if they wish to be placed on a waiting list.

Children on the waiting list will be ranked in accordance with the Centre's published admissions criteria and the list will operate from the point of allocation of places.

Inclusion on a Centre's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

Places that become available (below the published admission number or any number that the Centre agree they can admit subject to staffing) will be offered to children according to their ranking on this list i.e. those ranked highest will be offered first.

Day Students

The above procedures will be followed for the admission of Day Students. It is usual for these students to be "Dual Registered" and on the agreed day(s) the student attends Wheels Vocational Life Skills Centre, the home school will be informed of attendance either electronically or by telephone contact.

Should a Day Student fail to engage with the Ethos and Policies of the Centre, they risk losing their placement, subject to all normal protocols and procedures. Should it be the decision of the Senior Leadership Team to refuse to accept the student on site, the student, Parent/carers and home school will be informed via the usual channels. The student immediately becomes the home school's responsibility and will no longer be on Wheels Vocational and Life Skills Centre register. The student must attend their home school the following school day.

The Senior Leadership Team decision is final in all aspects relating to the admission of students.

This policy is subject to all other documents and policies appertaining to Wheels Vocational Life Skills Centre.