



14-16 Policy

Audience	STUDENT
Requirement	HIGHLY RECOMMENDED
Policy Owner	Director of Student Experience
1st Delegation	SLT
Last Delegation	TSCQ
Review Cycle	Every 2 years
Last Review	Dec 19
Due for Review	Dec 21

Introduction

Fareham College has experience of supporting students aged 14-16, having worked closely over a number of years with Local Authorities and local schools to support and deliver 14-16 education to students who have been unsuccessful in schools, are at risk of exclusion or have not been attending school for a range of reasons, including those who have been home educated. The overarching principle of this work is to support a small number of students in this age group in a different educational setting and context that might enable them to succeed in the future.

Fareham College's 14-16 policy outlines the principles and responsibilities for ensuring students aged 14-16 are safe, well supported and achieve during their time at the College. The policy also sets out the admissions and exclusions policy and procedures.

Our Vision

Delivering excellence in technical and professional further and higher education

Our Values

Our culture is our personality and character, it is made up of our shared values and describes how our people behave and interact, how decisions are made and how we approach work

- We create a culture where **RESPECT** is deeply embedded for all that work, study and visit Fareham College
- We encourage **INNOVATION** in design, development and delivery of our curriculum
- We promote **EXCELLENCE** in staff and student performance

Our core values underpin our strategies, policies, objectives and procedures by providing a basis and a reference point for everything that we do. These values and beliefs will guide our conduct and that of our students.

1. Objectives 14-16 Policy

The College has a range of policies and procedures in place to ensure the safety of all students at the College. To meet any additional requirements for 14-16 students, and to ensure their safety in a post 16 environment, the following will be in force:

- The College will liaise with Local Authorities, previous schools, parents and carers prior to admission to ensure that the College can meet the needs of the student.
- All students, including 14-16-year olds are assigned a course leader who is responsible for monitoring attendance, reviewing progress and ensuring that the study programme is person-centred and destination led.
- A register is taken every morning and parents/carers or guardians are contacted by a member of staff from 10am onwards if there is an unauthorised absence recorded.
- As part of the commitment to Personal, Social, Health and Economic education (PSHE), full time 14-16 students will be provided with information on how to keep themselves safe in a range of situations including e-safety, sexual health, safeguarding and Prevent.

This policy applies to all 14-16 year-old students who are placed at the College. It is designed to meet the statutory requirements of The Education (Special Educational Needs) (Information) (England) Regulations 1999, the Special Education Needs Code of Practice (2001 and the (0-25) Special Educational Needs Code of Practice, September 2014.

This policy should be read in conjunction with the following documents and guidance:

- Safeguarding Adult Protection and Child protection Policy
- Equality & Diversity Policy
- Health and Safety Policy
- Learner Involvement Strategy
- Anti-bullying Policy
- Student Code of Conduct and Disciplinary Policy
- Prevent Strategy

2. Key Responsibilities

The Senior Leadership Team will ensure that:

- Appropriate policies and procedures to safeguard and promote students' welfare are followed.
- That there are procedures in place to deal with allegations of bullying.
- The conduct of students towards each other is covered in the College's Student Behaviour Management Policy, and any behaviour or disciplinary issues are dealt with accordingly.

The DSL/DDSL will:

- Monitor and report any safeguarding referrals and/or incidents, ensuring all incidents are recorded by staff.

- Liaise with the appropriate external agencies and where appropriate refer incidents to Social Care and/or the Police
- Where a student is still on a school roll, the DSL will liaise closely with the DSL from the school to agree actions following any safeguarding incident/concern

The Course Leader, in conjunction with other College staff will:

- Support 14-16 students to integrate in the Fareham College environment
- Monitor attendance and academic progress
- When appropriate, notify parents/carers and lead a meeting to discuss progress
- Invoke the College's Behaviour Management Policy when necessary
- Provide regular updates to the placing school or Local Authority as agreed on a case by case basis

3. Admissions Process

Application for places at the College for 14-16 students are made directly to the Outreach Coordinator. The Outreach Coordinator in conjunction with other College staff members carefully considers and assesses the needs of each individual student, against the College environment and the skills and expertise of the staff team.

Interested young people and their parents/carers are invited to visit the College and are interviewed to discuss individual needs and the offer. Once an application is received and an interview has taken place, consideration is given to an offer of a place.

When a place is offered, the College liaises closely with the Local Authority, previous schools, parents/carers and other outside agencies as appropriate. Additional needs are identified before a student starts College.

The College does not accommodate students for whom physical intervention to control behaviour is a planned part of their personal development strategy.

The College supports applications from students on roll at other schools or institutions, where it is deemed a College course would be a more suitable alternative provision for a young person.

In some instances, the College will also support direct applications from students who are currently elective home educated if it is deemed appropriate and in the best interests of the student. The College will only consider applications from elective home educated students, who have been off the school roll for a year or more.

Details of funding arrangements are dependent on the enrolment type as described above, Director of Student Experience will advise on a per student basis.

4. Reasons why a student may not be offered a place on their preferred programme of study

The College aims to provide all applicants with a Study Programme which suits their individual needs. A student will not be admitted to a programme if:

- They are unable to demonstrate that they hold the minimum entry requirements;
- They are seeking to undertake a programme which is not in their best educational interest;

- They are considered unfit to study (see Fitness to Study Policy);
- They have a criminal conviction which presents a risk to other students or that bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- They have behaved inappropriately whilst on College premises or a reference indicates they have displayed poor behaviour or attitude in a previous education provider;
- There are other circumstances which question their suitability for a course;
- References from other education providers or employers indicate they are unsuitable for a course;
- They have been excluded from a previous education provider;
- The College deems the adjustments needed to the estate or study programme as unreasonable as per the Equality Act 2010.

5. Safeguarding

Fareham College fully recognises its responsibilities for safeguarding students and that students with additional learning needs and disabilities are particularly vulnerable and at greater risk from all forms of abuse.

Where 14-16 students are accessing the College, any safeguarding concerns will be reported to the Designated Safeguarding Lead (DSL) or deputy DSL as per the Safeguarding and Child Protection Policy. The DSL will liaise closely with the DSL from the young person's school. Where a student has been home-schooled, the DSL will liaise directly with the necessary Local Authority.

If any emerging safeguarding concerns are raised, the DSL at the student's school will take the lead liaising with external agencies and continue to work closely with the DSL at Fareham College. In the event of a home-schooled student, the DSL at the College will take the lead liaising with the Initial Contact Service at the Local Authority.

6. Attendance

- Students are expected to attend all lessons on time and wear their College lanyard at all times.
- Students or their parent/carers are expected to inform the College if they are not going to be attending College due to illness etc.as soon as is practicably possible. The Attendance Officer/ Transition and Inclusions Officer will, in turn, notify the student's parent of the absence if unauthorised.
- Students attendance is closely monitored by their allocated Course Leader Success Coach who is notified if there is any unauthorised absence.

7. Students behaviour

Students are expected to behave with respect and consideration for others; meeting the College's commitment to equality of opportunity and recognising the primary function of Fareham College as a learning environment (see Behaviour Management Policy).

The rewards/warning system and incident meeting system outlined in the College's Behaviour Management Policy is used with 14-16 students, and some students also have an additional Individual Agreement which is intended to promote positive behaviour during their time at College.

If a student's behaviour warrants more formal disciplinary action, consideration is given as to how best to handle the situation. The College will investigate any serious misconduct in manner outlined in the College's Behaviour Management Policy and if a Disciplinary hearing is required, the 14-16 student's school will be notified and invited to attend the hearing. If the student has been placed by the Local Authority, the relevant contact at the LA will be notified and invited to the hearing.

8. Exclusion

A range of penalties, outlined in the College policy may be awarded following a disciplinary hearing. Please see the Behaviour Management Policy for further information.

9. Appeals to admissions

Whilst the college aims to be fully inclusive and offers a range of programmes to suit individuals' aspirations, ambitions, needs and previous experiences there may be occasions where an admission application is declined.

- Applications may be declined as set out in paragraph 4 of this policy.
- Where applicants are refused a place at the College, they have the right to appeal against the decision.
- An application declined decision will be made in writing from the Director of Student Experience.
- On receipt of this letter an applicant has 5 working day in which to appeal the decision.
- Appeals must be made in writing to the Deputy Principal Curriculum, Quality and Improvement.
- The letter of appeal must set out reasons for appeal.
- On receipt of the letter of appeal from the applicant the Deputy Principal, or their nominee, will respond within 5 working days to invite the applicant to an appeals panel.
- An Appeals Panel will be convened within 5 working days, if practicable, of the Deputy Principals response to the Letter of Appeal.
- Appellants under the age of 18 should be accompanied by a parent, guardian or other adult representative.
- On hearing the appeal, the Deputy Principal will make a final decision within 5 working days and respond in writing with the decision.
- The Deputy Principal's decision is final, and no further right of appeal is available.