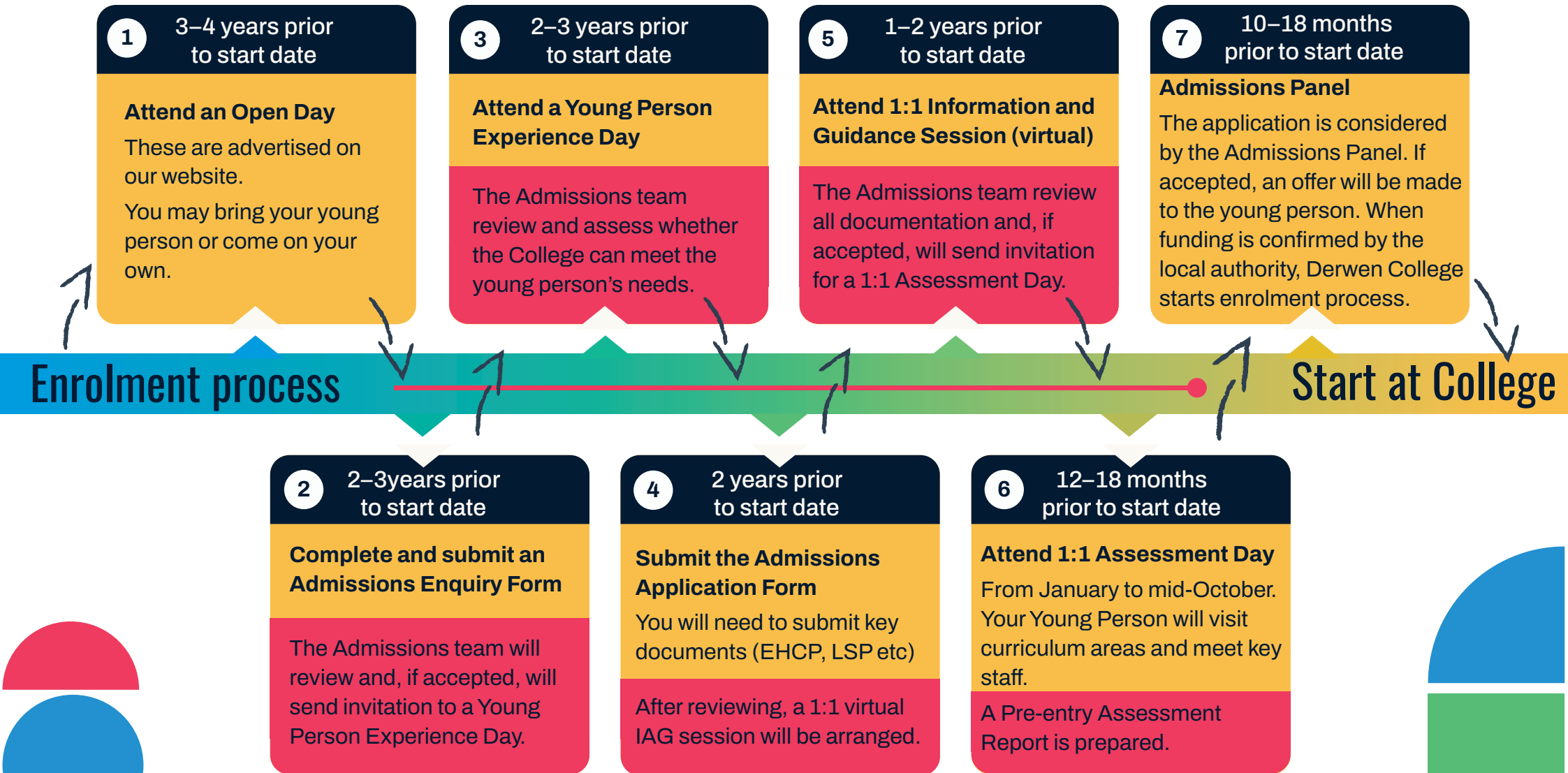


The Admissions Journey





Step	When	What	Parent/Carer Action	Derwen College Admissions Team Action
1	3–4 years before start date (i.e. for parents of Y9 young people)	Parent/Carer Open Day	One Open Day per term is available. Advertised through website, and transition events. Visit the campus and see all that Derwen has to offer. Prospective student is welcome to attend, but does not need to as dedicated days are set aside for them to visit.	Provide information pack to parents about our admissions process, and signposting to external information.
2	2–3 years before start date	Admissions Enquiry Form	Young Person (YP) and family request Admissions Enquiry Form (AEF), to complete and return to Admissions.	Review completed AEF and risk screen. If agreed, send invitation to YP to attend a Young Person Experience Day.
3	2 years before start date	Young Person Experience Day (group sessions)	YP attends Experience Day on campus	Review feedback on YP's interests and involvement in the Experience Day. Assess whether Derwen College can meet YP's needs and aspirations. Having reviewed all feedback and paperwork to date, Admissions Team send out Admissions Application Form to family for completion and return.
4	2 years before start date	Admissions Application Form	Complete and return Admissions Application Form, ideally within two weeks of receipt . Additional key documents will be requested at this stage, e.g. EHCP, LSP, key reports, etc.	The Admissions Application Form is assessed by the Admissions Team, and a 1:1 online (Teams) IAG session for the family is arranged, to discuss details of the application.
5	1–2 years before start date	1:1 Information, Advice & Guidance (IAG) session	Meet (virtually) with the Admissions Team to discuss specifics of the application, as detailed in the documents submitted.	Admissions Team review all documentation and feedback to date, to assess needs and aspirations of YP. Once agreed, an invitation for a 1:1 Assessment Day with the YP will be sent.
6	12–18 months before start date	Young Person Assessment Day (individual by YP)	Arranged on dates, in agreement with YP and family, from January through to October half-term (for intake in September the following year) YP visits curriculum areas of interest, meets key staff, discusses their preferences.	Within four weeks of the Assessment Day, a Pre-Entry Assessment Report will be prepared and presented to the Admissions Panel.
7	10–18 months before start date	An offer can be sent to the YP	Once the offer has been accepted and funding has been confirmed by the local authority, then the College can start the enrolment process with the YP.	Start enrolment and onboarding process.

Note: we recognise it is not always possible to begin the admissions process so early. In these cases, please contact Admissions to discuss your situation.

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 **A place of possibility**

