

Admissions Policy

The aims of this policy are:

- To set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.
- To identify applicants whose academic and other abilities appear to match the ethos and standards of Cornerstone Vocational Training Ltd. (CVT) and whose personal qualities suggest they have the potential to contribute sufficiently to the CVT community and benefit from the many opportunities that are offered to them.
- To comply with the CVT's obligations under the Equality Act 2010.

Conditions of Admission

It is a condition for admission that:

- all applicants meet the selection criteria for admission
- any conditions of entry to the CVT are fulfilled
- the applicant is of appropriate age (14-19) and maturity
- CVT can adequately cater for and meet the needs of any disability and/or special educational needs.

Admission to CVT is at the Director's discretion. We reserve the right to refuse admission to aggressive or violent applicants.

Selection

The selection criteria for entry to CVT is fair to all applicants and entails:

- satisfactory reference/referral from the applicant's current School/Local Authority (if any)
- a pre-visit with the Centre Manager to ensure the applicant has the potential to contribute and benefit from CVT life and educational opportunities offered by CVT.

Admissions procedure

Learners may enter CVT at age 14 – 19. Learners can enrol at the age of 18 and be 19 whilst on programme but can't enrol at the age of 19.

1. During the initial contact we will invite the potential learner, parents/carers, social/case/family workers to meet the Centre Manager and have a tour of CVT. During this tour both parties can get a feel for whether the placement is likely to work.
2. After the tour, we request relevant information and Education and Health Care Plans if appropriate. We ask the referrer to complete a Referral Form.
3. We will then review the documents and information gathered from the initial enquiry to determine whether CVT can meet the needs of the young person and whether a good fit is likely.
4. If parties all are in agreement, up to 3 days from Monday to Friday can be requested and a start date agreed
5. On arrival for their first day, each new learner will receive their necessary induction and resources.

Complaints

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be made available upon written request.