



SupaJam Admissions Policy

September 2023

(Next review date September 2024)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Scope of this Policy:

This policy applies to all bases of SupaJam. Where specific restrictions or relevant information applies to a specific base, the policy will outline this.

1. Equality and Diversity:

- 1.1. We welcome students from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected in balance with the lawful needs and rules of the SupaJam Education in Music and Media (SupaJam) community and the rights and freedoms of others.
- 1.2. All candidates for admission will be treated equally, irrespective of their, or their parents', race, colour, language, religion, political or other opinions, national or social origin, association with a national minority, orientation, property, birth or other status.

2. Disability and Special Educational Needs:

- 2.1. SupaJam has facilities for students with a variety of needs and will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001, The Children & Families Act 2014, SEND Code of Practice (January 2015) and Equalities Act 2010 to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, SupaJam can cater for adequately.
- 2.2. SupaJam needs to be aware of any known disability or special educational need which may affect a young person's ability to take full advantage of the education provided at SupaJam. Parents or guardians of a young person who has any disability or special educational need should provide SupaJam with full written details at enrolment, or subsequently before accepting the offer of a placement.
- 2.3. This information is required so that we can assess those needs and consult with parents or guardians about the adjustments which can reasonably be made for the student. Similarly, if special educational needs or disability become apparent after admission, SupaJam will consult with parents about reasonable adjustments that may allow the student to continue at SupaJam. For more information please refer to section 6 of SupaJam's SEND Policy.

- 2.4. As a single level building, the Swanley Base is suitable for most learners including those with physical disabilities. As a multi-floor building without lift access, the Canterbury Base and Brighton Base may not be suitable for students with physical disabilities. Please contact us for any specific questions, concerns or adaptations.
- 2.5. Students with an EHCP who wish to enrol with SupaJam must make their local authority aware. Their local authority will consult with SupaJam and only when both parties have agreed to the placement will the student be able to enrol. This is a requirement under the Children & Families Act 2014 and the SEND Code of Practice 2015.
- 2.6. Students who do not have an Education and Health Care Plan (EHCP) but who may have been diagnosed with or have suspected SEND may still apply and be considered for a placement with SupaJam, as outlined in section 1.27 of the SEND Code of Practice 2015.

3. Age restrictions:

- 3.1. All students without an EHCP must be aged 16 - 18 on the date that their course begins. Those students who are already 19 on the 31st August before the course commencing without an EHCP will not be able to enrol unless they agree to fund their place. For more information regarding this, please contact SupaJam via our website.
- 3.2. Students with an EHCP can be aged up to 24 on the date that their course begins. Students turning 25 in the academic year with an EHCP should be able to enrol subject to their local authority agreeing to the placement.

4. Full Cohorts:

- 4.1. SupaJam will always try to accommodate young people who wish to study a vocational programme in line with our offer. However, in the event of over-subscription, the following criteria will apply and students will be given priority of placement in the following order of priority:
 1. Young people in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a young person who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989)
 2. Students who have an Education Health Care Plan up to the age of 25
 3. Students aged 16-18 and not already in education, employment or training
 4. Siblings of students already attending the college

5. Enrolment process:

- 5.1. Prior to enrolling on a course with SupaJam, prospective students should come along to scheduled open days/evenings and/or attend an individual tour. This will give the student and their parents/carers/support network an opportunity to view the SupaJam provision

and discuss any individual needs. To contact SupaJam to express an interest in the programmes we offer, please:

- Call us at our Swanley, Canterbury or Brighton bases
- Email the outreach team at outreach@supajam-education.org
- Contact us through our website

5.2. A young person with an EHCP will be required to have their paperwork sent to SupaJam through a formal consultation from their home local authority SEN team.

5.3. Students will be required to attend an enrolment day prior to the start of term to complete the relevant enrolment paperwork. When they attend the enrolment day, students must prove their eligibility by providing SupaJam with the following documents/information:

- Proof of ID - One of the following:
 - passport,
 - birth certificate,
 - adoption certificate,
 - driving license (full or provisional)
- National Insurance number
- Proof of address or residency card
- Any prior educational certificates (even if they are not graded 9-4 or A*- C)

5.6. If any of the above is missing then students will be unable to complete their enrolment or attend lessons at SupaJam until the information has been provided. This is to ensure SupaJam meets its statutory duties in assessing eligibility for a programme of study.

5.7. *Should a student not be able to attend an enrolment day for any reason, an alternative date or opportunity to provide information digitally may be offered at SupaJam's discretion.*

5.8. Students will receive a letter confirming that they have enrolled. This letter will contain (as a minimum):

- The RSL course name
- Number of course hours
- Start and end dates of the course

5.9. The student should retain this letter as evidence for any benefit applications.

6. Entry Criteria:

6.1 All students must have an interest in studying Music Business.

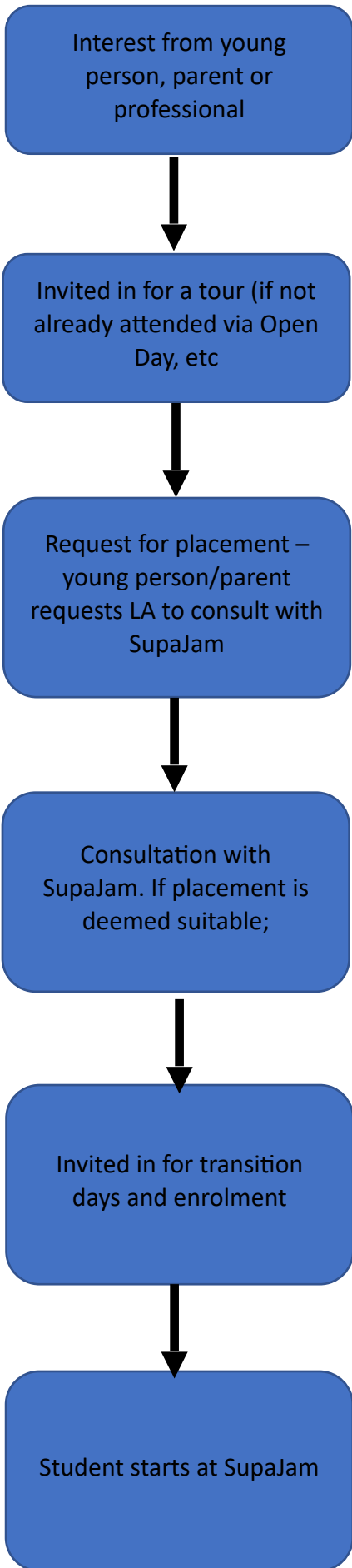
6.2 Students wishing to enrol onto the RSL Level 1 Programme must have (or be working towards) an Entry Level 3 English qualification and Entry Level 2 Maths Qualification as a minimum. They will need to have an interest in studying Music Business.

6.3 Students wishing to enrol onto the RSL Level 2 Programme must have (or be working towards) a L1 English Qualification and Entry Level 3 Maths Qualification as a minimum, and/or a Level 1 RSL Diploma in the Creative Music Industries Diploma. Students who wish to continue their course of study from Level 1 to Level 2 within SupaJam will not be allowed to continue without completing the previous full level of study.

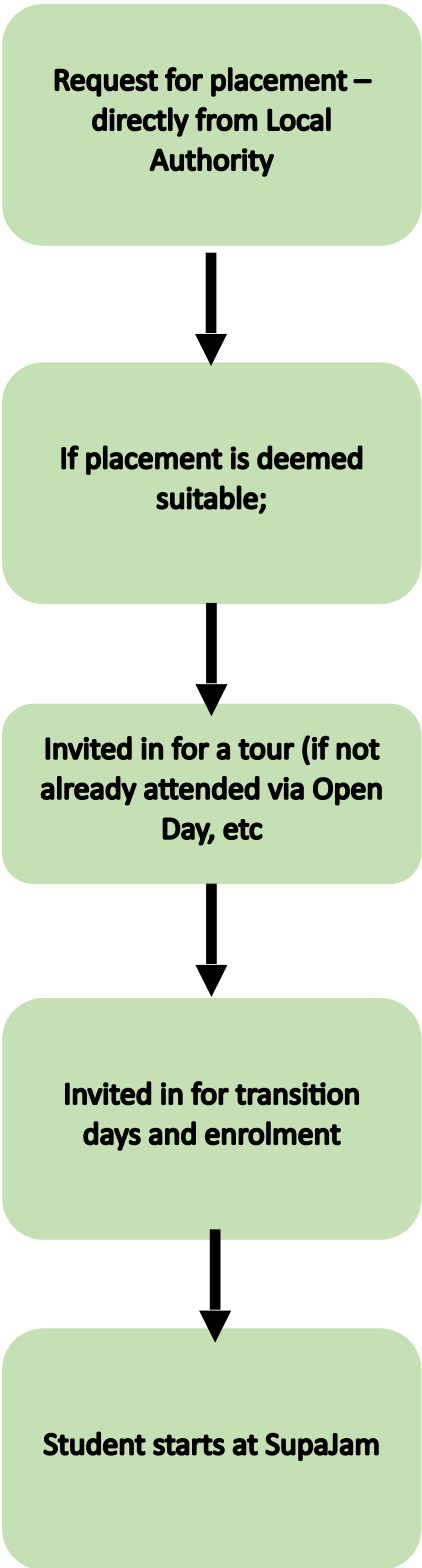
6.4 Students wishing to enrol onto the RSL Level 3 Programme must have (or be working towards) a Level 2 English Qualification or GCSE and Level 1 Maths Qualification as a minimum. Students who wish to continue their course of study from Level 2 to Level 3 within SupaJam will not be allowed to continue without completing the previous full level of study. It is also advised that students complete their Level 2 programme with at least a Merit to display the necessary skills needed to successfully undertake the Level 3 programme.

6.5 If students do not have a minimum of GCSE grade 4 in English or Maths they will be required to study either Functional Skills, or, if they have previously achieved a Level 3 (D grade equivalent) then they will be required to re-sit these subjects.

7. Process flow chart (with EHCP)



OR



8. Process flow chart (without EHCP)

