

# Admissions Process – Information for applicants – Camphill Wakefield Community 2017/18

Stage	Your Activity	Our Activity	Why and How
① First Contact	<p>General Enquiry received By Phone or Email Very rarely post</p>	<p>Collect and record this information. Send information, by post or email, and initial enquiry form. We will do this on the <b>same working day</b> when possible</p>	<p>To make an initial decision about our response, ensure we comply with equalities legislation and are able answer your questions and keep ours to a minimum, however we do need to gain the fullest possible picture of the students needs. <b>If at any stage we feel unable to meet needs we will contact you straight away. This may be by phone but will always be followed up in writing. This is to avoid raising expectations if we are not able to proceed.</b> These first two stages could take 30 minutes on the phone or a couple of weeks by post or email. We will always follow up enquiries after <b>two weeks</b> to see if we have answered your questions</p>
② Initial Enquiry	<p>Initial enquiry form completed and returned.</p>	<p>Our Admission team will decide whether to proceed. The Student Information Form will sent out with a request for external information. <b>We aim to do this in less than ten days</b> We will offer you a visit for you to see what we can offer at a convenient time but <b>not more than three weeks after offer</b></p>	
③ Information Collection	<p>Student Information Form returned, External Information collected and sent to us</p>	<p>We will wait for the key reports to be sent: Pen Picture, Social Care, School, LDA, others as identified above. We will keep you informed of what we need and offer support if we can. This stage takes as long as it does but we hope for <b>about four weeks</b></p>	<p>To ensure we have complete picture. We will always try to meet needs if we know about them. <b>We will try to contact you every two weeks to see if everything is all right and offer support or advice.</b> We know this is a difficult time so please tell us what else we could do</p>
④ Decision Process	<p>Continue to send us the information we need, contact Connexions and Social Care to get support for funding and discuss your aspirations</p>	<p>We will make a decision as quickly as we can. If we offer an interview at this stage we will try to do this <b>within three weeks</b> of a decision and will use this time to plan. We will identify a tutor and welfare contact to support you during the next processes</p>	<p>We will arrange a meeting with our experienced team to look at all aspects of personal support and the aspirations of the student and families. We consider if any reasonable adaptations need to be made, we also consider the best setting and form for an interview process. <b>We aim to do this within two weeks of all information being received.</b></p>
⑤ Interview and Assessment	<p>Interview offer accepted or home / school visit arranged This is followed by some assessment days or visits</p>	<p>We use “the interview” to explore the family and student aspirations and wishes. We may confirm of information and clarify questions from stages 3 and 4. We will make arrangements for assessment visits which should follow <b>within three weeks</b> of interview</p>	<p>The Assessment Schedule begins the baseline learning assessments and confirms Personal support needs. We use previous reports to inform and design this process and use student choice at interview to make sure the activities used are familiar and liked by the student.</p>
⑥ Post Offer Pre admission	<p>Confirm our offer of a place</p>	<p>We will prepare funding Documents We aim to do this <b>within two weeks</b> of place being accepted Further transition visits are possible with overnight stays for residential admissions.</p>	<p>Our Support team (tutor, Admissions manager, student welfare manager and tutor) meet to write consider and approve the Initial Learning Plan Documents that will be sent to commissioners for funding approval</p>