

Admission Information

Royal School Manchester (RSM) is a mixed day and residential school for children and young people between 2 and 19 years who have complex learning disabilities combined with significant communication difficulties including little or no oral language.

Royal College Manchester (RCM) is an independent specialist day and residential further education college providing three-year courses and care for young people aged 19-25 with complex low-incidence special educational needs that impact on their ability to communicate.

Seashell Trust is dedicated to providing a creative, happy and safe environment for children and adults with complex and severe learning disabilities which include little or no language ability.

Our vision is for the children and young people in our care to be safe, happy and to achieve the best possible outcomes so that they are valued and valuable members of their communities

We are committed to promoting an inclusive culture by asking all of our stakeholders to embrace our aims through the following values:

INTEGRITY through our words and actions

RESPECT for everyone underpins every interaction we have

Our **ASPIRATION** is to be the best in everything we do

We **TRUST** everyone to do his or her bit

We **COLLABORATE** by involving people

The Admissions Process

Seashell Trust has skills and expertise in meeting the needs of young people aged 2 to 25 with one or more of the following conditions:

- Autism spectrum conditions
- Deafblindness/multi-sensory impairment
- Hearing or visual impairment with additional needs
- Profound and multiple learning disabilities
- Complex physical disabilities
- Cortical visual impairment
- Auditory processing disorder
- Additional medical needs, including progressive and degenerative conditions

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Patron: Her Majesty the Queen Presidents: Lord Davies of Coily CBE, Tim Exell, Baroness Henig CBE, Lord Lee of Trafford DL FCA, Christopher Lees-Jones FRICS, Warren Smith JP
Chairman: Gwen Carr Chief Executive & Principal: Mark Geraghty

Registered Charity No. 1092655 Company Limited by Guarantee No. 4216714 Registered in England and Wales

The following placement types are available:

- Day
- Residential – 38 weeks (weekly boarding Mon-Thurs)
- Residential – 38 weeks (termly boarding)
- Residential – 52 weeks

Application and Assessment Dates

Both Royal School Manchester and Royal College Manchester have one intake for new students in September each year though subject to assessment and capacity, and in exceptional circumstances, applications for start dates at other times of year may be considered.

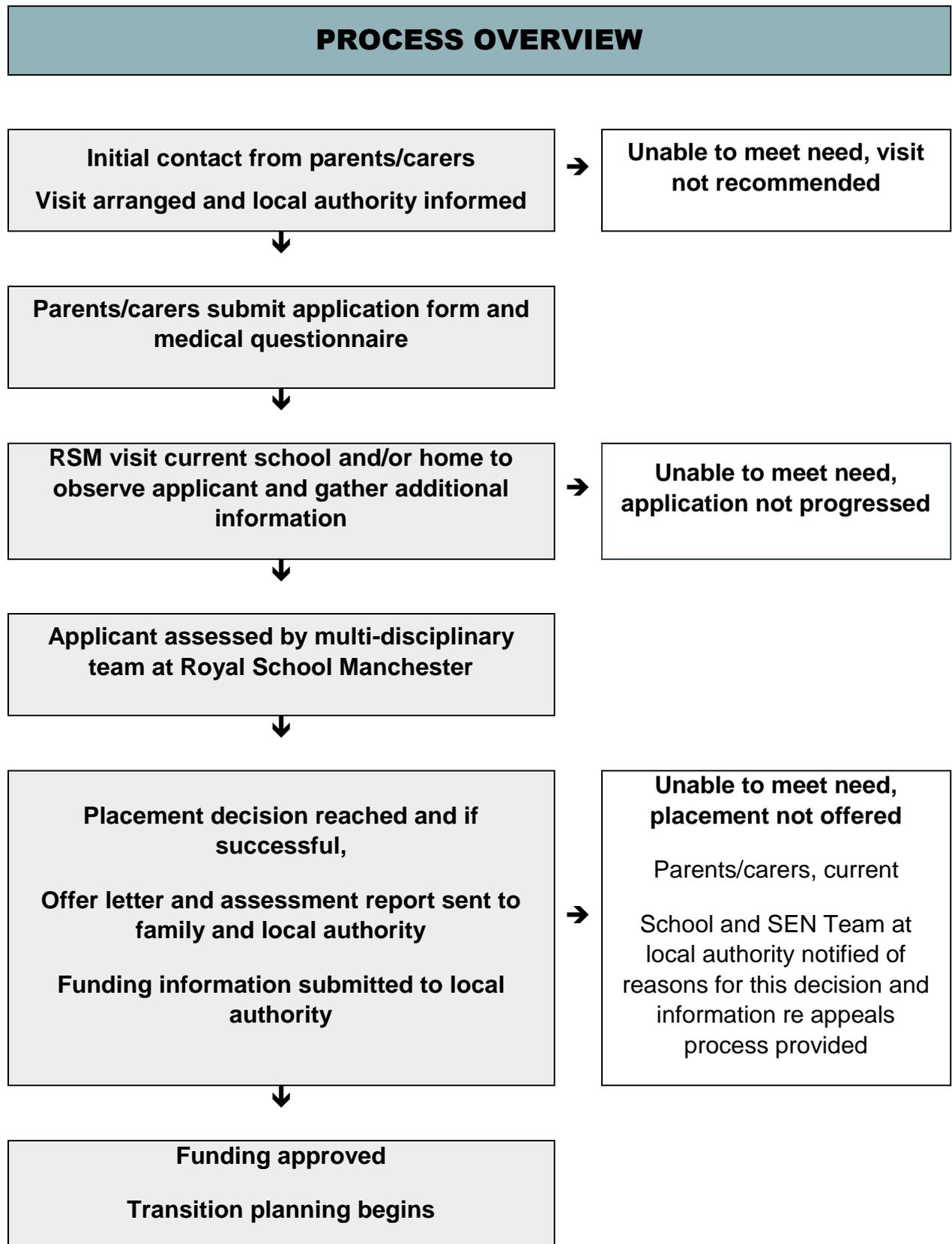
Assessments for Royal School Manchester are usually conducted early in the Spring term and wherever possible, applications should be submitted by the end of the previous Autumn term.

Royal College Manchester conduct their assessments over three separate weeks during school/college holidays, usually in June, August and October. Visits to Royal College Manchester should be arranged (and applications submitted) when the applicant is in year 13 at their current school but may be considered up to the middle of September of year 14 (this would be dependent on assessment appointments being available in October of that year).

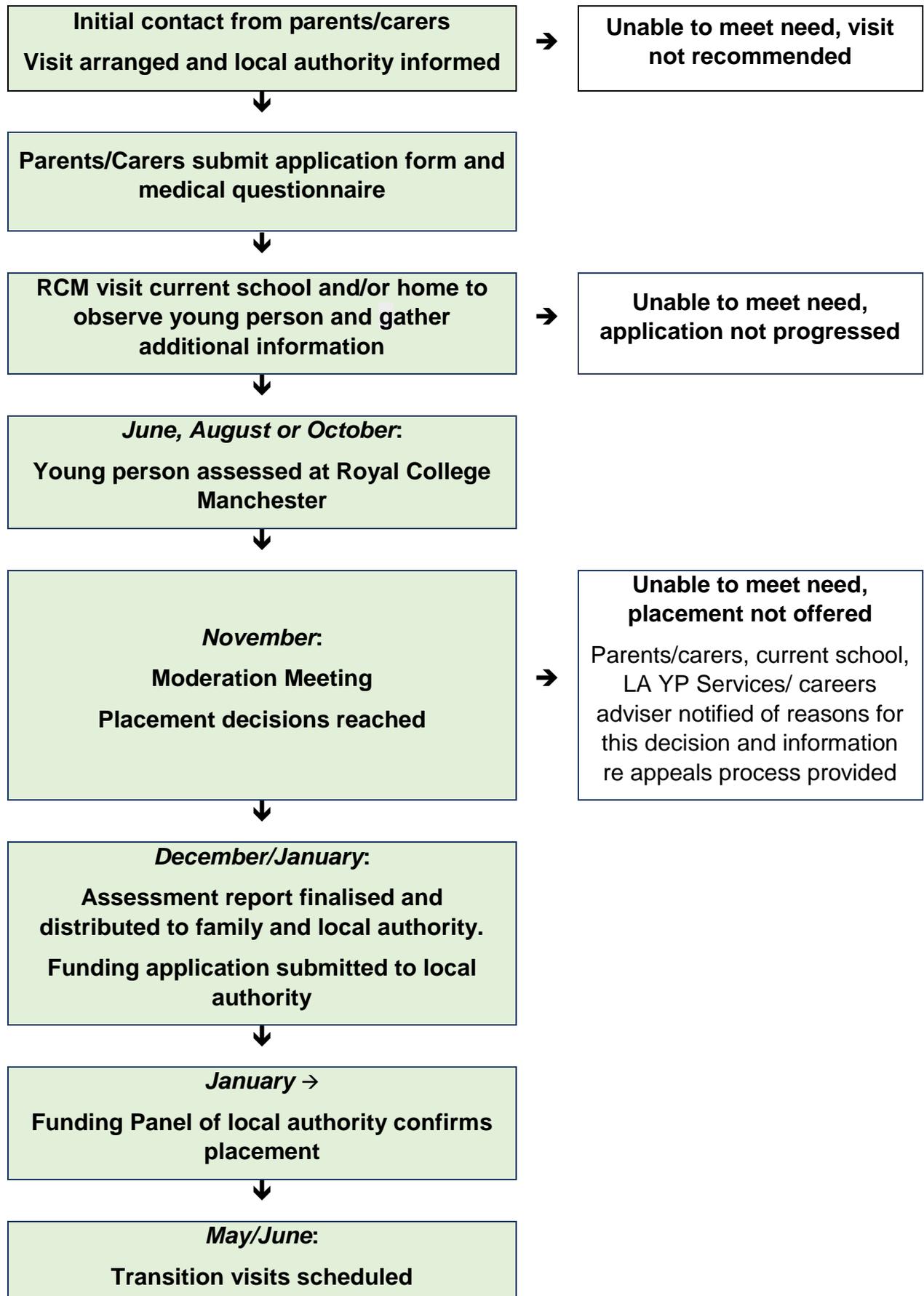
Short Break Services

Seashell Trust also offers short break packages on site, funded directly by Social Care or through direct payments. Funding for short break services needs to be secured in addition to educational placements funding.

Royal School Manchester Admissions Process



Royal College Manchester Admissions Process



Admission numbers

In both school and college, places are offered based on greatest need.
The school has an admission number of 50 in total.
The college has an admission number of 60 on-site.

Oversubscription criteria

The duty to admit is a conditional one – an educational establishment must admit unless it cannot meet the needs of the applicant or if to admit the applicant would compromise the effective education of the current enrolled students.

Both Royal School Manchester and Royal College Manchester receive a high number of applications every year and may be oversubscribed.

Every effort will be made to accommodate an applicant *to whom a place has been offered*.

Waiting lists

Seashell Trust does not operate a waiting list system. Within the college if there is an oversubscription after all places for that year have been filled, the names of some applicants may be placed in a 'pool' and offered a place if funding has not been agreed by a local authority for another applicant.

Declining an applicant and right to appeal

Parents will be notified by the school or college by letter that they are refusing an application for a place. This letter will include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal.

If a parent wishes to make an appeal, they must set out their grounds for appeal in writing.

Appeal stages

Admission authorities must publish their appeals timetable on their website by 28 February each year.

Appeal panels perform a judicial function and must be transparent, accessible, independent and impartial, and operate according to principles of natural justice.

The first stage of appeal would be to the governing body of the relevant placement, i.e. Royal School Manchester or Royal College Manchester.

If an applicant is unhappy with the decision of this panel, then the second and final appeal stage would be Stockport MBC Appeals Panel.

Appeal hearing – first stage

Appellants should contact Tim Exell, Seashell Trust President and Chris Smale, Chair of Governors at Seashell Trust, Stanley Road, Cheadle Hulme, Stockport, SK8 6RQ.

Appeal applications must be lodged within 20 school/college days from the date of notification that the application for admission was unsuccessful.

Appeals are normally heard within 30 school/college days from the date the completed appeal form is received.

Notification of the appeal hearing will be sent to appellants 10 school/college days in advance of the hearing.

If an appellant wishes to provide additional evidence which was not included in their original application or appeal form this must be received 5 working days before the hearing date.

Otherwise the Panel is entitled to decide not to accept information or evidence submitted after that deadline.

Production of evidence from the admission authority prior to the hearing

The admission authority must supply the clerk to the appeal panel with all relevant documents needed to conduct the hearing in a fair and transparent manner and in accordance with the specified timetable.

This must include details of how the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application, the reasons for the decision to refuse admission and an explanation as to how admission of an additional applicant would cause prejudice to the provision of efficient education or efficient use of resources.

After the first appeal hearing

Notification of the Panel's decision will usually be given in writing no later than 5 working days of the hearing being completed.

Appeal hearing – second stage

If you wish to appeal against the decision of the Seashell Panel then you can by contacting Stockport MBC Appeals panel.

This can be activated by either:

1. Completing an Online Appeal Form or downloading from the website <http://www.stockport.gov.uk/doitonline/az/schooladmissionappeals>
or
2. Contacting the Clerk to the Independent Appeals Panel (see address below) who will send you a form through the post.

You should complete and return your appeal form as soon as possible to allow the necessary arrangements for your appeal to be put in place.

Completed forms should be sent via email to

admission.appeals@stockport.gov.uk

Or via post to:

Secretary of the Independent Appeals Panel
c/o Democratic Services
Corporate and Support Services
Stockport MBC
Town Hall, Stockport SK1 3XE

Decisions of Appeals Panels are final and binding