

An independent specialist day and residential further education college providing education and care for young people with complex low-incidence special educational needs that impact on their ability to communicate.

Each year Royal College Manchester receives applications in excess of the number of places available; the process described in this document aims to ensure that decisions are made in a fair and open way. The curriculum on our 3-year Vocational Pathway course covers functional skills, life skills, vocational studies, sports and creative studies.

Royal College Manchester has skills and expertise in meeting the needs of young people aged 19 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

The following placement types are available:

- Day – term time only
- Residential – 38 weeks (weekly boarding, 4 nights Mon-Thu)
- Residential – 38 weeks (termly boarding)
- Residential – 52 weeks

Short Break Services

- Seashell Trust also offers short break packages on site, funded directly by the Social Care Division of your local authority, or through direct payments.
- Packages can vary from one or two nights per week, up to 14 weeks in the holidays.
- ***Funding for short break services needs to be secured in addition to College funding***

1. Initial Contact and Visit

In the first instance, young people and their families/carers are required to contact their local authority careers adviser (Connexions) and social worker as they will be able to help them explore all possible options for further education.

Young people and their families/carers, teachers, social workers and careers advisers may contact Seashell Trust to express an interest at any time. For further information, or to arrange a visit to Royal College Manchester to assess its suitability for your son/daughter, please contact:

Admissions Administrator

 0161 610 0741

 admissions@seashelltrust.org.uk

Caroline Fishbourne
Family Link Worker

 0161 610 0179

 caroline.fishbourne@seashelltrust.org.uk

As well as offering you the opportunity to find out more about Seashell Trust and Royal College Manchester, we will also use your initial visit to gather information to help us determine whether or not the Trust may be able to meet the specific needs of your son/daughter.

2. The Application

If parents/carers decide they wish to progress with a formal application for a place at Royal College Manchester, they will be asked to submit a completed application form. The young person's current school will also be asked to provide available reports (eg Annual Review and therapy reports etc) to help inform the assessment process.

Seashell Trust will ensure that the young person's careers adviser and current school are made aware that an application has been submitted.

Completed application forms should be returned to Seashell Trust Admissions Department, Stanley Road, Cheadle Hulme, Cheshire SK8 6RQ.

3. Assessment

Pre-assessment visit to young person's current school or home

Once the completed application form has been received, a member of the Trust's Admissions Team may arrange to visit and conduct a preliminary assessment of the young person in their current school and/or their home, gathering more information from their teacher, support workers and parents/carers.

The young person's application, together with the supporting information gathered during previous visits, will then be submitted to the Trust's monthly Referrals Meeting (attended by senior managers from both Royal College and Care Services) for consideration.

If at this stage the Trust's view is that it is unable to provide a course which will meet the young person's needs, their parents/carers, careers adviser and current school will be informed of this decision in writing.

Assessment Day

If the application is approved, the young person will be invited to attend Royal College Manchester for a more structured assessment by a range of professionals: teaching staff, behaviour management coordinator, physiotherapist, occupational therapist, speech and language therapist, assistive technologist, audiologist, medical staff and, if appropriate, mental health specialist and residential care staff. Written confirmation of the assessment date and timetable will be sent to parents/carers, careers adviser and current school.

Where possible, assessments are planned in conjunction with the young person's current school who then provide appropriate support staff to accompany the applicant during their assessment. However, due to the large number of applications we receive, it will also be necessary for us to conduct a number of assessments during school holidays; in this case, parents/carers will be required to provide support for their son/daughter during their assessment.

Assessments on site at Royal College Manchester help us determine how well the young person would adapt to the learning environment here, but if it is considered that the young person may not be able to cooperate or respond well to the transition, we can arrange for an assessment to be carried out by our staff in their current school.

The Trust aims to have completed all RCM assessments during the Summer and Autumn terms (for the following September entry).

4. Placement Decision

Following assessment, the Trust makes an initial decision about whether or not the application will be progressed based on severity/level of need. This decision is shared with parents and local authorities so they can continue to look at alternative options if required.

In addition to the established indicators relating to students' learning needs, our final allocation of places will be based on the type/length of placement. Where the decision to progress the application is made, a full multidisciplinary report and funding breakdown will be prepared and submitted to the applicant's local authority in line with required timescales.

At this stage, students with a provisional offer of a place will go into a 'pool' and once funding decisions have been made by local authorities, places will be allocated according to the category and length of the placement in the following order:

1. Three-year full-time course
2. Two-year full-time course
3. Part-time course

This will enable the Trust to prioritise the allocation of full-time placements, allowing the most effective use of limited resources to achieve the best outcomes for students with very complex needs.

Written confirmation of the Trust's decisions regarding placement offers at Royal College Manchester will be sent to all parties (young person, parents/carers, careers adviser, local authority and current school).

Placement offers are made subject to funding approval.

5. The Transition Process

An important part of the process is preparing the young person for their move to Royal College Manchester and they will be invited to attend a series of transition visits at the College. These visits normally occur over a six week period during June and July. Transition planning takes into account the young person's communication needs and resources required to provide support are prepared accordingly (eg objects of reference, symbols, schedules, photos, etc).

These visits are normally arranged with the help and support of the young person's current school and provide all new students with the opportunity to meet their new teachers and support staff as well as to familiarise themselves with what will become their new learning environment.

Towards the end of the summer term, the Seashell Trust will write to the young person and their parents/carers confirming a start date and will also send an Admissions Pack containing further information and various consent forms for completion.

6. Transport

We regret that Royal College Manchester is unable to arrange home-to-college transport. Families and carers are advised to contact their careers adviser and/or social worker to ensure transport is in place for the young person before the start of their programme at the College.

7. Contact Details

<p>Seashell Trust Admissions Department</p>	<p>Admissions Administrator  0161 610 0741  admissions@seashelltrust.org.uk</p> <p>Caroline Fishbourne, Family Link Worker  0161 610 0179  caroline.fishbourne@seashelltrust.org.uk</p>
<p>Royal College Manchester</p>	<p>Katherine Corey Deputy Head, Royal College Manchester  0161 610 0150  katherine.corey@seashelltrust.org.uk</p>

RCM APPLICATION PROCESS

