

Transition2 Learner Admission Policy

Version: 1.0

Review requirements: Every 3 years or following significant policy or legislative change

Date of next review: September 2027

Approval Body: Transition2 Senior Leadership Team

Publication Date: September 2025

1. Purpose

The purpose of this policy is to ensure that admissions to Transition2 are fair, transparent, and consistent with Derby City Council's arrangements for learners with Special Educational Needs and Disabilities (SEND). Transition2 provides tailored vocational learning programmes for young adults aged 18–24 with an Education, Health and Care Plan (EHCP).

2. Scope

This policy applies to all prospective learners seeking admission to Transition2. It outlines the process for application, assessment, and placement decisions for entry onto Transition2 programmes.

3. Provision Overview

Transition2 delivers personalised vocational programmes that prepare young adults with SEND for greater independence and meaningful progression within the Preparing for Adulthood (PfA) outcomes — particularly employment, independent travel, and community participation.

Programmes typically last for one academic year, although progression between pathways (for example, from a Pre-Supported Internship to a Supported Internship) may occur mid-year or in subsequent years, depending on progress and suitability.

4. Eligibility Criteria

- Be aged 18–24 at the point of admission.
- Have a current Education, Health and Care Plan (EHCP).
- Be motivated to work towards greater independence, particularly in employment and independent living.
- Be able to benefit from a vocationally focused learning environment within a small-group SEND setting.

5. Application and Assessment Process

- a. Open Events – held in November and January each year to provide information to families and learners.
- b. Application – made online via the Transition2 website following an open event.
- c. Initial Assessment and School Visit – Transition2 staff visit the learner’s current school to meet with the learner, staff, and family to gather information and observe the learner in context. This triangulated assessment supports a holistic understanding.
- d. Decision and Offer Process – Applications are reviewed by the Senior Leadership Team, with decisions made in March for transition sessions in June and a September start.

6. EHCP Consultation and Local Authority Process

1. The young person must have an existing Education, Health and Care Plan (EHCP).
2. A request for placement may be made during an Annual Review or through a new EHCP process.
3. The Local Authority (Derby City Council or Derbyshire County Council) reviews the EHCP and determines whether to seek consultation with Transition2.
4. Transition2 reviews the consultation paperwork in line with this policy.

7. Key Considerations During Consultation

- Can Transition2 meet the identified needs of the young person within available resources?
- Would the admission of the young person be detrimental to the education, health, or welfare of others already attending the provision?
- Is there a commissioned place available from Derby City Council or Derbyshire County Council for the relevant academic year?

8. Communication of Outcomes

Transition2 responds to the Local Authority within the required timeframe to confirm whether a placement can be offered or if the needs cannot be appropriately met.

9. Transition and Induction

Successful applicants are invited to attend transition sessions in June before their September start. These sessions help learners familiarise themselves with staff, peers, and the environment.

10. Appeals and Complaints

If a placement request is declined, the Local Authority will notify families of their right to appeal under the SEND Code of Practice (2015). Any complaints about the admissions process should be made in line with the Transition2 Complaints Policy.

11. Review of Policy

This policy is reviewed by the Transition2 Senior Leadership Team. Next review September 2027