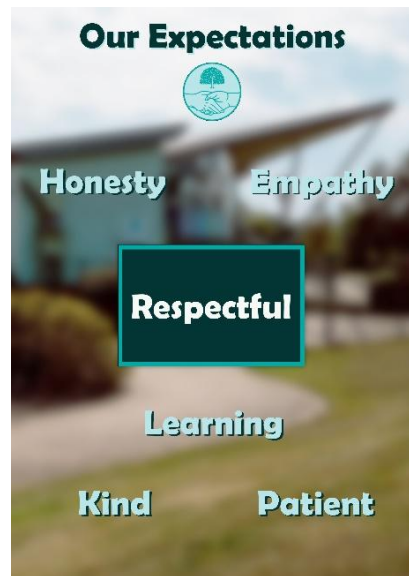
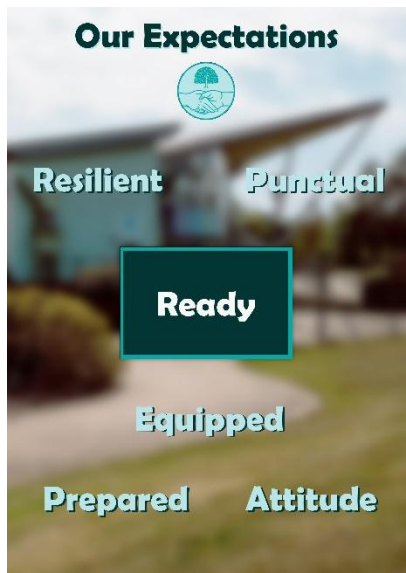




Market Field College



Admissions Policy

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1. Introduction

Market Field College is a specialist sixth form provision for young people aged 16 to 19 with identified special educational needs, specifically moderate learning difficulties and/or autism spectrum conditions. Admission is considered for students whose Education, Health and Care Plans (EHCPs) indicate that their primary needs align with the College's designation.

Our curriculum is designed to support meaningful progression into adulthood, with a strong emphasis on vocational learning and employability. All initial applications are made for one of our core Year 12–Year 13 programmes, which form the foundation of our post-16 offer.

As part of the core offer, a significant proportion of learning takes place beyond the college site through community engagement, vocational learning, life skills and work-related activities. Applicants must therefore be able to access community-based learning safely with support arrangements that are appropriate to their assessed needs.

Admission to Market Field College is subject to formal consultation with the Local Authority, a comprehensive review of the applicant's EHCP and supporting documentation, and a face-to-face interview conducted on site. The criteria outlined in Section 3 must be met for a placement to be considered.

Admission to a Year 14 Supported Employment programme is determined during the Year 13 Annual Review process, based on individual progression, attendance, readiness for work, and the availability of appropriate placements. Separate admissions criteria apply to our Year 14 programmes and are outlined on our website.

2. Description of Primary Needs

Young people with moderate learning difficulties and/or autism will typically be working below age-related expectations across multiple areas of learning and will require a specialist educational approach, differentiated learning programmes and varying levels of support to acquire, maintain, generalise and apply knowledge, skills and independence across educational, vocational, community and Preparing for Adulthood contexts. Associated needs may include speech, language and communication needs, social communication needs, sensory or physical needs, emotional regulation needs, and difficulties relating to independence, social understanding and everyday living skills.

Market Field College recognises that educational need cannot be determined solely by qualifications or academic attainment. Some young people may achieve academic outcomes broadly in line with their peers whilst continuing to require specialist provision to support communication, independence, community participation, self-advocacy and wider Preparing for Adulthood outcomes.

The College's curriculum offer is principally focused on Entry Level to Level 1 learning programmes alongside the development of functional, vocational and independence skills. Young people attending Market Field College will typically benefit from an educational programme that places a strong emphasis on Preparing for Adulthood outcomes, including independence, employability, community participation and personal development. The College works in partnership with young people and their families to promote increasing independence and progression towards adult life. Successful placements are generally characterised by a shared understanding of, and engagement with, opportunities that develop independence, employability and participation in the wider community.

When considering applications, the College will assess whether the proposed programme can provide appropriate challenge, meaningful progression and support the achievement of the young person's identified outcomes. Where an applicant has already achieved qualifications at or beyond the principal level offered within substantial elements of the College curriculum, consideration will be given to whether sufficient opportunities remain for meaningful educational progression.

As part of the College's core offer, a significant proportion of learning takes place beyond the College site through community engagement, vocational learning, travel training and work-related activities. Applicants must therefore be able to access community-based learning safely, with support arrangements appropriate to their assessed needs.

The College is not commissioned to deliver therapeutic or clinical programmes as the primary educational provision. Where a young person's identified needs require therapeutic or clinical provision as a primary component of their educational placement, the College will consider whether it can reasonably meet those needs within its commissioned remit.

The College considers each application individually, taking account of the young person's special educational needs, EHCP outcomes, aspirations, support requirements and the provision available within the College. Admissions decisions are made in consultation with the Local Authority, families and relevant professionals to determine whether the placement is appropriate and whether the College can reasonably deliver the provision required to support progress towards agreed outcomes.

3. Admission Criteria

Applications will be assessed against the following criteria:

- Applicants must have an Education, Health and Care Plan (EHCP). Admission is subject to consultation with the relevant Local Authority and agreement that Market Field College is an appropriate placement to meet the applicant's identified special educational needs and outcomes through its available provision.
- The applicant's profile of need should broadly align with the learner profile and specialist educational offer described within the College's Description of Need section (section 2).
- Market Field College is primarily designed to support young people whose educational needs arise principally from cognition and learning difficulties, including those with associated communication, social, emotional and regulatory needs. Where social, emotional and mental health needs form the primary barrier to engagement in education, or require specialist provision beyond the College's educational remit, the College will carefully consider whether the placement is appropriate.
- Applicants must require access to an appropriately differentiated, broad and balanced curriculum - particularly in relation to progression into adulthood and post-19 outcomes.
- Applicants must be able to access community-based learning opportunities safely, either independently or with support arrangements appropriate to their assessed needs. This includes participation in community visits, work-related learning, employability activities and other off-site learning opportunities that form an integral part of the College curriculum.
- Applicants should be able to engage with one of the College's curriculum pathways, with appropriate support, reasonable adjustments and differentiation where required.
- Where an applicant has already achieved qualifications at or beyond the principal level offered within substantial elements of the College curriculum, consideration will be given to whether sufficient opportunities remain for meaningful educational and developmental progression within the proposed programme.
- The College will consider whether any risks associated with a young person's behaviour can be safely managed through reasonable adjustments, risk assessment, support arrangements and the resources available within the College.
- Applicants should be able to access learning and participate safely within the College's therapeutic and relational approach to support. Market Field College is not routinely staffed or organised to provide ongoing restrictive physical intervention as part of a young person's day-to-day support. Where a young person's needs include a routine

or foreseeable requirement for restrictive physical intervention, the College will carefully consider whether the placement is compatible with the provision, staffing model and resources available, and whether those needs can be accommodated without an unreasonable impact on the efficient education of other learners or the efficient use of the College's resources.

- Market Field College is not equipped or designed to provide regular moving and handling support, hoisting, changing facilities or ongoing personal care provision. The college environment and facilities have been designed to support young people who can access toileting and personal care arrangements independently or with minimal support. Where an applicant's assessed needs include substantial personal care, intimate care or moving and handling requirements, careful consideration will be given to whether those needs can be safely and appropriately met within the College's environment, facilities and available resources.

Where a young person's identified needs require a level or type of provision that cannot reasonably be delivered within the College's specialist post-16 offer, the placement may not be considered appropriate. Decisions will be made on an individual basis, taking account of the EHCP, professional advice and the College's ability to meet identified needs and support progress towards agreed outcomes.

Section 4: Priority for placement

When applying the above criteria to individual applications, priority for placement will be given to:

- Looked after children (LAC).
- Young people in the local catchment area.
- Year 12 applicants

Section 5: Local Placement Principles

We believe that, wherever possible, young people should be educated within their local community. Market Field College is committed to serving its local area and prioritises placements for young people whose nearest suitable provision is the College. In exceptional circumstances, where no appropriate alternative exists closer to the young person's home, we may consider applications from outside the North Essex area.

Section 6: Application Process

Applications open on **13th October 2026** and close on **18th December 2026**.

Applications received by the published closing date will be prioritised, subject to meeting the admissions criteria. Young people, parents and/or carers submitting applications after this date will not be able to do so directly to the College and will be advised to liaise with their Local Authority's SEND Operations Team to discuss next steps.

Application forms are available via the College website and may be submitted online or by post via:

- Email: collegeadmin@marketfield.essex.sch.uk
- Postal address: Market Field College, Jaywick Lane, Clacton on Sea, CO16 8BE

Applicants must confirm that they have an Education, Health and Care Plan (EHCP) and provide the most recent copy of the EHCP along with the latest Annual Review documentation. For internal applicants from Market Field School, the College will liaise directly with the school to obtain this information. Parents and carers of external applicants are responsible for supplying these documents. Please note that applications will not progress to the interview stage until all relevant information has been received

Section 7: Application Review and Communication

Applications are reviewed for completeness upon receipt. Where information is missing, the Next of Kin of the applicant will be contacted via their provided email address or telephone number. It is the Next of Kin's responsibility to monitor and respond to communications. Failure to provide requested information may result in withdrawal from the admissions process.

Section 8: Data Protection

All applicant data will be processed in accordance with Market Field College's Privacy Notice and relevant data protection legislation. By submitting an application, applicants confirm their agreement to:

- Adhere to the College's policies and expectations.
- Authorise their current provider to share relevant information, including predicted grades.
- Permit the College to liaise with their current provider post-enrolment to support transition and wellbeing.

- Consent to the College contacting their named next of kin where appropriate.

Following enrolment, Market Field College will share student details with Essex County Council. Information will also be shared with previous providers to support safeguarding and exam access arrangements.

Section 9: College Visits

Prospective students, parents, carers, or individuals with parental responsibility are encouraged to attend the Year 11 Open Evening, held annually in October. Full details of this event are published on the College's website. Individual visits outside of this event are not routinely accommodated; however, they may be agreed in exceptional circumstances where a specific need has been identified, or where further assessment is required to determine whether a bespoke Pathway 4 offer may be required to meet the applicant's needs. Any such visit must be agreed in advance with the College Leadership Team.

Section 10: Interview Process

All applicants must attend an interview at Market Field College, accompanied by a parent/carer or nominated adult. This enables the College to assess support needs and environmental suitability.

Applicants who miss their interview will be offered one further opportunity. Failure to attend two scheduled interviews without prior notice may result in withdrawal from the process.

College staff will not comment on placement suitability or offer places during the interview. Decisions are made following formal consultation with the Local Authority.

A guided tour of the college will be offered as part of their interview process, if desired.

Please note that the College reserves the right to decline to offer an interview under the following circumstances:

- The applicant does not have an EHCP
- The applicant's permanent address is located outside the county of Essex.
- The application has been submitted for a Year 13 student, and the relevant year group is currently oversubscribed, with no realistic prospect of a place being offered within the academic year.

The College will normally only offer interviews to applicants who have applied within the published application window. Applications received outside this period may be considered at the College's discretion, taking account of individual circumstances, Local Authority consultations and the availability of places.

Section 11: Consultation Process

Formal consultations are initiated by the Local Authority in accordance with its statutory duties under the Children and Families Act 2014 (Sections 33 and 39). Market Field College will respond within the statutory timeframe set out in the SEND Code of Practice (2015), confirming whether it can meet the student's identified needs and whether a place is available.

All consultations are considered carefully, with reference to:

- The student's EHCP and supporting documentation.
- The College's capacity to meet need within its specialist provision.
- The impact on the wider student community and the efficient use of resources.

Where the College determines that it cannot offer a place, the reasons will be clearly communicated to the Local Authority, expressed in terms of the student's needs and the efficient education of other students. Where the College determines that it can meet need and a place is available, this will also be confirmed to the Local Authority. The final decision of whether to offer a place is agreed between the College and the Local Authority.

In some cases, additional information may be requested to support decision-making. This may include updated reports or, where appropriate, a visit to the student's current setting to observe and liaise with existing staff.

If an amended EHCP is received and the updated provision no longer aligns with College's curriculum or specialist offer, the college will reconsult with the Local Authority to review the suitability of the placement.

Section 12: Admissions Decision-Making

It is assumed that the responsibility for admissions is devolved from the Trustees to the Head of College. This delegation ensures that decisions are made by those with direct knowledge of the College's provision, capacity, and suitability for individual students.

All consultations are considered carefully, with reference to:

- The student's EHCP and supporting professional documentation.
- The College's ability to meet the student's identified needs within its specialist post-16 provision.
- The availability of places within the relevant curriculum pathway, including the capacity of specific learning groups
- Whether the College has an appropriate curriculum pathway and learning group capable of meeting the student's identified needs, EHCP outcomes and Preparing for Adulthood objectives.

- The impact of admission on the efficient education of existing students and the efficient use of resources.

In some cases, additional information may be requested to support decision-making. This may include updated professional reports or, where appropriate, a visit to the student's current setting to observe the student and liaise with existing staff.

Where the College determines that a student's identified needs cannot reasonably be met within its specialist provision, taking account of its curriculum offer, staffing model, environment, facilities and available resources, the reasons for this will be clearly communicated to the Local Authority.

Where the College considers that a student's identified needs can largely be met within its specialist provision, but identifies specific areas requiring provision beyond that ordinarily available through the College's core offer, this will form the basis for further discussion with the Local Authority. Such discussions may explore whether additional funding, specialist advice, therapeutic input or externally commissioned services could reasonably be secured to address identified gaps and support a successful placement.

Where the College is satisfied that a student's identified needs can be appropriately met through its existing provision, or through additional arrangements agreed with the Local Authority, this will be confirmed to the Local Authority.

Decisions regarding placement remain subject to the statutory consultation and decision-making processes set out within the SEND Code of Practice.

There is no separate admissions appeal process within Market Field College or the wider Trust. Where families disagree with the outcome of a placement consultation or naming decision, they should liaise with their Local Authority SEND Operations Team, who can advise on the relevant statutory processes available under the SEND framework. Market Field College will cooperate fully with any subsequent consultation, annual review, mediation, dispute resolution or appeal process as required.

Section 13: Placement Outcomes

Placement decisions are communicated directly by the Local Authority, in accordance with statutory processes. Market Field College does not issue placement outcomes independently. Any enquiries from families regarding the outcome of their application will be directed to the relevant SEND Operations Team, who coordinate placement processes on behalf of the Local Authority.

Section 14: Oversubscription

In circumstances where the number of suitable applicants exceeds the number of commissioned places available, priority will normally be given to applicants who:

1. Meet the College's admission criteria and are looked after by a Local Authority.
2. Meet the College's admission criteria and submitted an application within the published admissions timescale.
3. Meet the College's admission criteria but submitted an application after the published admissions timescale.

In considering admissions, the College will work collaboratively with Local Authorities to support local placement planning and the efficient use of specialist provision, whilst ensuring that decisions remain based on the individual applicant's needs, the suitability of the provision available, and the efficient education of existing students.

Transition and Induction

Once a placement is confirmed by the Local Authority, the College will send the applicant and/or their parent/guardian a Welcome Pack. Prospective students will be invited to attend a Transition Day during the summer term. Students are strongly expected to attend this day.

Appendix 1: Admissions Flowchart: Entry into Year 12 at Market Field College

Autumn Term (Year 11)

- ◆ October – Open Evening
 - Attend Year 11 Open Evening (details on website)
 - Meet staff, explore programmes, ask questions
 - *Note: Individual visits are not routinely offered unless in exceptional circumstances*
- ◆ November–December – Submit Application to Market Field College
 - Parents/carers/young person to submit application form by **18th December 2026**
 - No formal EHCP consultations submitted at this stage
 - Face-to-face interviews at Market Field College

Spring Term (Year 11)

- ◆ January–March
 - Face-to-face interviews at Market Field College
 - Formal EHCP Consultations
 - Local Authority submits formal consultations
 - College reviews EHCP, documentation, and interview outcomes

Summer Term (Year 11)

- ◆ April–May – Consultation Outcomes
 - Placements agreed with Local Authority
 - Families informed via SEND Operations Team
- ◆ June–July – Transition Planning
 - Confirmed students receive Welcome Packs – including relevant Pathway flyer
 - Transition Day in July (date to be confirmed) – copy of timetable issued