



Policy Owner

Director of Education

Review Date:

March

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| Policy Owner<br>Policy No. | Director of Education | Review Date: | March 2025 |
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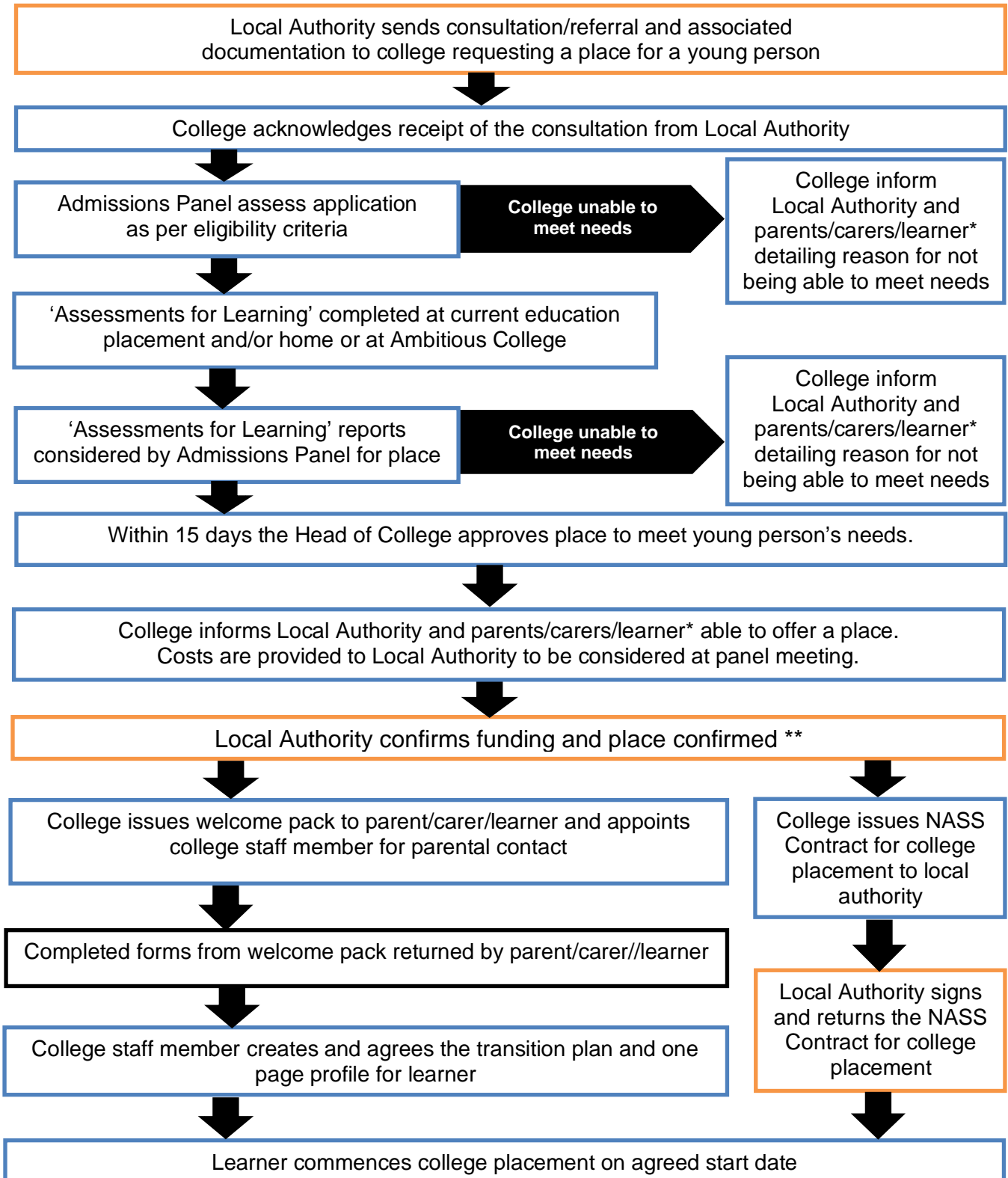
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## Appendix B: Application process for main college campus Local Authority initiated



\* Where directed by the Local Authority parents would not be informed

\*\* If a place is not available then learner could be placed on the reserve list

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## Appendix E: Exceptional Extension to Educational Placements at the College

When St. John’s College has offered a learner a 3-year learning programme, the expectation is that, on completion of the programme, the learner will be prepared to engage with their next placement or provider. By prepared we mean that the young person has:

Undertaken all necessary elements, including completion of relevant coursework, unit/credit accumulation, and exams in order to achieve the qualifications they have been working towards, as identified on admission.

Been supported in identifying areas of interest in vocational, leisure, living and social options – with the aim that a successful transition plan can be followed.

Been made aware of various future options and supported to make choices about where they would want to live and what they want to do.

Been able to communicate those choices, and have those choices understood and respected.

Although 3-year learning programmes are offered, it is understood that placements are agreed for one year at a time, and following years are agreed based on progress made, and potential for future progress on the programme as identified through the placement review process.

St. John’s Senior Leadership Team (SLT) will only consider extensions to placements (i.e. beyond three years) in exceptional circumstances. Those circumstances may include (but are not limited to):

A learner being absent from college for a considerable period of time, either due to illness or accident, that significantly impacts on their programme of learning.

A learner not being offered placement with any other provider or service where other providers have been sought or have fallen through and facing serious disruption such as being made homeless.

An identified educational need that cannot be met at St. John’s college and in the best interests of the learner.

A request from the Local Authority to extend the placement.

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Support levels – understanding the expectation from Local Authorities that support levels should reduce over a programme, and that during an extension period support levels may be reduced further.

St. John's will communicate whether the request is agreed in principle or whether it is rejected. This will be done as soon as all relevant information has been collected.

N.B. The decision to agree to extend a placement beyond the expected end date lies with the Local Authority. St. John's College runs a planned three-year programme with progression built in at the end of each year.

Some young people and/or their families request a fourth year.

St. John's remains neutral on this matter and if the young person and/or their families come to an agreement with their Local Authority that a fourth year meets one or more of the criteria below, then St. John's will provide this fourth year. However, if we did not feel this would be in the learners best interests or we did not have any available space, this would be subject to further conversation with the young person/parents carers and Local Authority

**Criteria:**

That a fourth year:

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