

## Enquiries and Admissions Procedure for the RMET Colleges

Ruskin Mill College, Nailsworth, Gloucestershire  
Glasshouse College, Stourbridge, West Midlands  
Freeman College, Sheffield, South Yorkshire

Ruskin Mill Educational Trust (RMET) operates three colleges, which offer a Three Year Orientation and Vocational Training Course embracing art, craft, land based, and independence and life skills training. Funding is usually given for two years and the third year is applied for under review. In some circumstances fourth year funding can be accessed in order for a student to complete their course.

**Initial Enquiry:** Careers advisers and careers agencies, education professionals, social workers, parents and schools usually generate enquiries. Students must have reached their 16 birthday prior to the start of the academic year in which they wish to begin their course, if they are to be funded by The Learning and Skills Council. The current age range of students attending RMET colleges is 16 -25 years.

***All enquiries and applications for the three colleges should be made to RMET Admissions at Ruskin Mill Educational Trust, Old Bristol Road, Nailsworth, Gloucestershire, GL6 0LA, telephone (01453 837521).***

The Head of Admissions will either answer in person or return your telephone enquiry to discuss the applicant and ascertain the appropriateness of the enquiry and whether an RMET college would be able to meet the student's support needs. A prospectus with attached application form and guide to information required by RMET is then sent to the referring party and should be completed in full before being returned to the Head of Admissions at RMET. Any reports from professionals, statements of special educational needs, IQ assessments, diagnostic reports and the most recent annual review report should accompany the application. If there has been any psychiatric or medical intervention it is essential that the relevant reports and information are submitted with the application form.

When the application form is received with accompanying reports, the Admissions department will read and précis the information into a summary. At this point the Head of Admissions may ask the referrer for more information. A monthly meeting is held with the Heads of College (Residential and Education), the medical team and the admissions team to discuss the information relating to the applications received. If the application is felt to be appropriate the Admissions Co-ordinator will arrange an invitation for the student to visit one of the colleges. This is referred to as the Day Visit.

**Day Visit:** (Approx. 2-3 hours duration) When the visiting student arrives the admissions co-ordinator for the college or a senior member of staff joins the visiting student and their parents/associates in the Coffee Shop for an informal chat to explain how the college day works and how the residential households are run. The visiting student and parents/associates are shown over the college and in some cases a current student may act as a guide. The tour helps the visiting student acquire an idea of what can be achieved if they were to take part in the course. Before the visiting student leaves a short meeting (approx. 10-15 minutes) with one of the Heads of college or management team takes place.

After the day visit the senior management team at the relevant college discuss whether a Three-Day Assessment would be appropriate. An appointment for a three-day assessment may then be offered if felt to be appropriate.

**Three-Day Assessment:** The assessment takes place over three days with the student residing in a college household for two nights. In some cases the student is asked to attend for a longer assessment. The student is given a timetable enabling them to experience a variety of activities including craft and land-based work. The visiting student's timetable will include a basic skills assessment and a short speech and language assessment. After college each evening the student will return to a college household and experience how a RMET household runs. The household usually consists of two houseparents and up to three students.

On completion of the assessment a three-day assessment document is prepared by the admissions co-ordinator, which includes all the reports that have been written by the tutors for which the visiting student has been timetabled, together with their recommendations relating to the support needs and capabilities as assessed in their session of the assessment student. The report is submitted to the Heads of College and Medical team who then make a decision as to whether it is appropriate to offer the assessment student a place at an RMET college.

**Offer of Placement:** When a student is offered a place at one of the RMET colleges they receive an offer letter which must be signed by them and their parents or guardians and returned to the admissions office at Ruskin Mill. Copies of the assessment, which includes the educational programme and start date, together with the offer letter, are sent to relevant associated parties such as parents, Connexions Personal Advisor and Social Workers. The Connexions Personal Adviser submits an application for funding to the Learning and Skills Council and they will hold a meeting with the careers adviser and a decision is made whether the student should receive funding.

**Funding Agreed:** When funding has been agreed the Learning and Skills Council send a confirmation of funding letter to the student, Connexions Personal Adviser and the college. During the preceding term to the agreed start date the student information pack is sent to the student with term dates and confirmation of their start date.

**Residential Provision during College Holidays (RPCH):** In some cases RMET receives applications for residential provision during college holidays. Term time provision of 36 weeks and 16 weeks residential care during college holidays. Provision can be made available and is generally funded by the student's Social Services Department and a letter from Social Services/Health agreeing to fund the holiday care period would be required with the application form. A separate contract needs to be drawn up between RMET and the agency responsible for this element of the student's provision, and it is expected that funding for both term time and holiday provision will have been agreed before the student begins the course. Residential provision during college holidays involves a full programme of activities, which can include paid work experience as well as residential trips and holidays away from the mail college site.