



# **Roots *and* Shoots**

## **Admissions Arrangements**

**2023-2024**

Walnut Tree Walk, Kennington, SE11 6DN

Charity number: 1064070

# Admissions Arrangements

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We keep the admissions process as simple as possible in order to include the young people we aim to support and those supporting them. Please do not hesitate to [contact us](#) if you need help with the application process, we are happy to guide you through by phone, email or in person.

The vocational education Roots and Shoots provides is directly funded by the Department of Education and Local Authorities.

Read below to find out more about how to apply, as well as eligibility, suitability, and assessment.

## What courses do we offer?

We run two full time courses from our main site in Kennington.

1. [Study Programme](#)
2. [Pre-Supported Internship](#)

Our courses are flexible so we can best serve our students. Most students take part in a full time course of at least 16 hours per week which helps them become work-ready, but if a student requires a gradual start or has other commitments then we can accommodate that.

On average students spend between two and three years at Roots and Shoots. We follow [school term dates set by Lambeth Council](#), with courses starting in September and ending in July.

We consider applications year-round, with most new students starting with us in September. We keep several spaces open every year for young people who require a mid-year start.

## What is our Eligibility Criteria?

Prospective students who are eligible to study at Roots and Shoots must be:

1. 16-24 years old.
2. In receipt of an active [Education, Health and Care Plan](#)
3. A resident of a London borough.
4. Willing to travel to Roots and Shoots.
5. Willing to attend a full time (a minimum of 16 hours a week) supported vocational training course.

6. Students looking to apply to Pre-Supported Internship must be motivated towards part or full time work or volunteering.

Provision on these courses is funded by the ESFA and Local Authority where the young person lives. Subject to agreement of funding by the Local Authority the student will follow a structure of learning based upon a number of factors.

If your eligibility criteria isn't quite right for Roots and Shoots, we are happy to signpost you to a partner organisation or external agency who may be better placed to help.

### **What is our Suitability Criteria?**

Our full time courses are aimed primarily at young people with mild to moderate learning difficulties and/or those who have been unable to fully achieve their potential in a mainstream setting. We are an autism friendly setting, however cater for students with a range of needs, therefore we are not autism specialists nor autism-specific.

Unfortunately, we are not suitable for all young people and all needs. To prepare students for the world of work, we expect our students to manage their own timekeeping, and they are free to come and go from the site according to their timetable. We cannot effectively support needs which include:

- Young people who require dedicated one-to-one support on a full time basis.
- Young people who require personal care support (e.g. going to the toilet).
- Young people who have demonstrated significant history of challenging behaviours.

We encourage prospective students to arrange an initial visit at first, and if interested, to complete an application form. At this time, we will request a formal consultation from the home borough who manage the EHC Plan. We like to get to know applicants and you may be invited to attend some taster sessions as part of the application process.

### **How does the Admissions Process begin?**

We keep the admissions process as simple as possible in order to include the young people we aim to support and those supporting them. The admissions process begins with a prospective student, their family, a professional supporting them or a Local Authority making an enquiry. From this enquiry, we make an assessment of the prospective student and their suitability for Root and Shoots.

We accept initial enquiries and referrals from a wide range of people, including:

- Young people can enquire independently, or with the support of their family.
- Professional referral from a member of staff supporting a young person
- School or college referral from a school or college supporting transition
- Formal consultation via Special Educational Needs Departments and Local Authorities.

Enquiries can be made by calling our office on 020 7587 1131, or via email [placements@rootsandshoots.org.uk](mailto:placements@rootsandshoots.org.uk).

We have an inclusive approach to new applications, and we actively encourage prospective students and possible referrers to [contact our team](#) to discuss the young people they are working with. Everyone is unique and has different levels of needs and assistance, and we find that it is often more helpful to meet in person than rely on background information only.

Places are offered to all prospective students who are assessed as both eligible and suitable.

### **What is our Assessment Process?**

Once an enquiry has been made, we invite the prospective student and their families to Roots and Shoots for a tour, and carry out an assessment, with the following steps:

- Phone call consultation.
- Onsite visits to Roots and Shoots, including a tour and discussion about the potential student's suitability, our courses and support.
- Half day taster session.
- Student Coordination Team assess eligibility and suitability with relevant professionals and Local Authority.

We cannot always offer the right support, and if that is the case we will signpost the prospective student and their families to professionals elsewhere.

### **What Bursary Funding is available?**

Roots and Shoots receives a Discretionary Bursary Fund to support students who need it, which helps them overcome some of the financial barriers to learning.

If families have an household income of less than £26,100 the student may be eligible for support with travel costs and/or have lunch provided when they are attending a full day of training.

To receive Bursary Funding, you will be asked to provide proof of any benefits you receive, such as PIP, JSA or ESA, and proof of your household's income - for example P60, SATR, Income Support or Universal Credit Letters or wage slips for the household.

Bursary Funding is established once the prospective student has been awarded a place at Roots and Shoots.

### **Arrange a Visit**

If you think that Roots and Shoots might be the right place for you, please contact us to arrange a visit. Visits take place year-round.

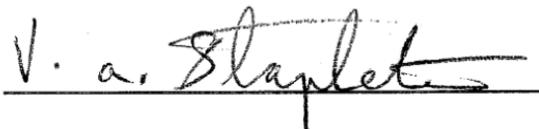
You can arrange a visit by contacting our office on 020 7587 1131, or via email [placements@rootsandshoots.org.uk](mailto:placements@rootsandshoots.org.uk).

#### **Signed by the Director:**



Date: 06/09/22

#### **Signed by the Chair of Trustees:**



Date: 06/09/22