

## Application form

### Step 1

Students who would like to join the WMSF from September 2019, should complete a WMSF application form which they can complete online (available from October 2018 onwards) or alternatively collect an application pack and complete a handwritten application. The application form is available via <https://www.wmsf.ac.uk/apply-here/84.html>).

It is important that students complete all sections \* as these sections provide us with vital information, and without this information we will be unable to proceed with the application.

### Step 2

## Informing your Local Authority of your choice

Once you have applied to a post 16 school or college, your parent/guardian should contact your Local Authority's SEND team to inform them. They will send consultation papers to the school. This is important so that school can plan to meet needs and agree what support is required from the Local Authority.

*(Note: the deadline to agree placements is set by the government as 31st March before they start in September)*

### Step 3

## Learning support information

Students with EHCPs in particular should speak to a Parent/Carer or alternatively a member of staff at their school to complete in detail the section titled 'Learning Support Needs'.

Where possible, provide as much details as possible about the hours stated on the current EHCP, the specific needs of the young person, any information on access arrangements (that are known) and any additional information that will help us inform how we can meet the young persons needs.

### Step 4

## Needs Assessment Meeting

Once the form has been completed and received, the Admissions Officer will write to the students to invite them to a short meeting with a member of the Learning Support team generally held on a Wednesday afternoon.

The young person will have a Learning Support Teacher (LST) or Higher Level Teaching Assistant (HLTA) who will discuss their general application form, and course options at the WMSF. The students are encouraged to ask questions they might have or would like to know about WMSF.

### Step 5

## Transition

Students will be invited to a transition event at the end of June where they meet the Learning Support Team, take part in 'taster' sessions, learn about life at the WMSF and meet other prospective students.

In addition, students are invited to attend course guidance at the end of June, where they can find out more about the specific courses they are interested in. This is a great opportunity for students to put together an idea of their learning programme and think about how it fits in with their future plans/ideas.



## Step 6

### **Results and enrolment**

Once students have received their results in August, they will be invited to attend enrolment on a specific date and time.

It is important to contact a member of the Learning Support Department if you can not attend enrolment so we are aware and can advise/organise enrolment on behalf of the student to ensure they can study the programme they wish too.