# Annex A: readiness to open checklist for direct entry of students aged 14-to 16-years-old from September 2019

[INSERT DATE]

[COLLEGE NAME]

Dear [Enquiries.EFA@education.gov.uk](mailto:Enquiries.EFA@education.gov.uk)

## College expression of intent

On behalf of [INSERT COLLEGE NAME], I am writing to inform the Education and Skills Funding Agency that [INSERT COLLEGE NAME] intends to directly recruit 14 to 16-year-old students from September 2019.

We confirm that the college satisfies all of the requirements published in the programme guidance, summarised in the checklist below, and have noted the advice provided.

Yours sincerely

[INSERT SIGNATURE OF COLLEGE CHAIR AND COLLEGE PRINCIPAL]

College Principal

[INSERT NAME OF COLLEGE CHAIR AND COLLEGE PRINCIPAL]

College Chair

## Readiness to open checklist

### College eligibility requirements to directly enrol students aged 14- to 16-years-old

#### Statutory requirements

1. Has the college discussed its intent to directly enrol students with the relevant local authorities? **Yes**  **No**
2. Can the college ensure students aged 14- to 16-years-old are not educated in the same room, at the same time, as a learner aged 19 or over? **Yes**  **No**

#### Inspection-based eligibility criteria

1. Does the college meet the inspection-based eligibility criteria? **Yes**  **No**

#### Dedicated 14 to 16 area within the college estate

1. Does the college have a dedicated area within the college estate for the sole use, when appropriate, for the provision of education and support for these students? **Yes**  **No**

#### Dedicated 14 to 16 leadership

1. Does the college have an identifiable and qualified leader accountable for leading the education and pastoral support of this provision? **Yes**  **No**

#### Formal intervention

1. Is the college subject to a current Notice to Improve or Notice of Concern from the Education and Skills Funding Agency, or its predecessor agencies, for any reason? **Yes**  **No**

### Student eligibility and enrolment, high needs students, admission appeals, attendance and exclusion requirements

#### Student eligibility and enrolment

1. Will the college ensure that students meet the stated student eligibility criteria prior to enrolment, and ensure these students are recorded in the Individualised Learner Record (ILR) R04 return in December 2019? **Yes**  **No**
2. Does the college accept that students enrolled after the ILR R04 return will not be funded by ESFA, and that funding for these students should be negotiated from the student’s previous school, or relevant local authority? **Yes**  **No**

#### High needs students

1. Will the college ensure compliance with the 0 to 25 SEND Code of Practice and ensure the necessary arrangements are in place for the enrolment of high needs students (where applicable) **Yes**  **No**

#### Student admissions and appeals

1. Does the college have an admissions policy for this provision, and is there a right of appeal to an independent and impartial Appeal Panel clerked by someone with an understanding of the Schools’ Admission Appeals Code? **Yes**  **No**

#### Attendance and exclusion

1. Does the college have an attendance policy that is accessible to students and their parents/carers? Does this explain the circumstances for authorising an absence, and clearly specify when a student will be removed from the college roll because of unauthorised absence? **Yes**  **No**
2. Does the college have an exclusions policy that is accessible to students and their parents/carers? **Yes**  **No**
3. Will the college work collaboratively with the relevant local authorities to share information about attendance and exclusion in a timely manner? **Yes**  **No**
4. Will the college ensure the relevant local authorities are informed immediately where students are excluded for more than 5 days, or removed from the college roll? **Yes**  **No**

### Programme requirements

#### Careers guidance

1. Will the college provide independent careers advice, and ensure students have received sufficiently robust careers guidance prior to enrolment? **Yes**  **No**

#### Curriculum and entitlement

1. Will the college ensure students are provided with a broad and balanced curriculum that covers the specified requirements? **Yes**  **No**

#### Free meals

1. Does the college have arrangements in place to ensure free meals can be provided to these students where they are requested to do so? **Yes**  **No**

#### Health and safety, and safeguarding

1. Has the college taken all necessary steps to safeguard the health, safety, and welfare of students whilst employed or on work placement/work experience, or other work related activity either on or off the college premises? **Yes**  **No**
2. Will the college abide by the requirements and guidance issued by the Secretary of State for Education on safeguarding? **Yes**  **No**
3. Will the college abide by the requirments contained in the guidance document entitled [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)? **Yes**  **No**

#### Publication of information

1. Will the college comply with the stated publication of information requirements in respect of Department for Education education performance data, Ofsted inspection report, and pupil premium funding? **Yes**  **No**