



Young Learners Policy

REF NO. QTL-CUR-009

Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: Senior Leadership Team (SLT)	
Date approved	October 2015
Review date	August 2023
Next review date	August 2024

Enrolment & registration for young learners

- 1.1 Sutton College believes that all learners should have equality of opportunity and be given support in accessing appropriate College provision. If accepted, both learner and parent/carer must sign the Young Learners Agreement (YLA). Learners intending to enrol must contact the Customer Enquiry Centre to arrange an interview.
- 1.2 No learners under 14s should be admitted to courses unless accessing specific funded Family Education programmes.
- 1.3 Learners aged 16-19 accessing accredited courses, which are not a Traineeships do not need permission to access courses from Sutton College tutors, but, in the interest of good practice, will need to supply contact details of a parent/carer who can be contacted as required if there are concerns about the student. The YLA must be signed.
- 1.4 The College reserves the right to provide information to the nominated parent/carer on the learners' attendance, punctuality and progress on application to the Programme Leader or Director of Curriculum responsible for the programme. The College reserves the right to contact the nominated parent/carer if the learner fails to attend regularly, be punctual, produce the required work or the standards of behaviour do not conform to the College's standard.
- 1.5 In the event of a learner withdrawing from the course before completion, the College reserves the right to seek financial reimbursement to cover the resulting loss in funding.
- 1.6 Learners who enrol with Sutton College on a Traineeship programme must complete 100 hours work experience and have excellent attendance and punctuality to all aspects of their programme, failing this learners could be withdrawn from the programme.
- 1.7 Learners who enrol on to a Traineeship with Sutton College, will be required to source their own work placement before starting, and in the event of any changes keep the college updated. Failing this learners could be withdrawn from their programme.

Enrolment of 16-19 Learners on Accredited Courses

- 2.1 Young learners can book and attend Course Approval sessions as required with the understanding that all courses with the exception of the traineeship programme must be self-funded
- 2.2 **Please make learner aware that while maths and English courses can be funded if the learner is enrolled on a traineeship, enrolling on a traineeship will not make them eligible to receive funding for other funded courses. For example, enrolling on a traineeship would not allow the college to receive funding for funded CACHE course**
- 2.3 At the Course Approval session they must be asked to complete the generic Course Approval form in full, especially Section 3 where information about employment is requested and they are asked if they are studying elsewhere – failure to do this may mean removal from our course
- 2.4 **We cannot receive funding for the traineeship if they are attending full time (16 hours) elsewhere. Their enrolment in other full-time programmes must be established at Generic Course Approval**
- 2.5 If they require a Traineeship, they must attend a meeting with the relevant Programme Leader or Director of Curriculum.. They should attend accompanied by parent, carer or adult who will take responsibility for the learner.
- 2.6 16-19 learners must complete the Young Person's Agreement form which will then need to be signed by a parent/carer/legal guardian.
- 2.7 Please write in the comments section of the course approval form if the learner has completed a Young Learner Agreement form
- 2.8 The information must be provided for all 16-19 students including ESOL and SFL. Young Learners on ESOL and SFL programmes with very low levels of literacy will not be expected to undertake a full Traineeship if they would not be able to achieve their required course level
- 2.9 . All eligible learners aged 16-19, if not in employment, must take part in a Traineeship organised by the college which may involve the following:

Learners under 19 enrolling on a mainstream or traineeship programme at Sutton College

Learner Name	
Full Address	
Postcode	
Contact Number	
Email Address	
Name of Parent/Carer	
Full Address	
Postcode	
Contact Number	
Email Address	

Learner Undertaking:

- I have received a copy of the Young Learner's Agreement.
- I understand the expectations of the College and am willing to accept the conditions that apply to study a course with the College.
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Signed:	Date:
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Parent/Carer Undertaking:

I have received a copy of the Young Learner's Agreement and I am aware that I can contact the College for information about the attendance, punctuality, behaviour and progress of

I agree to work with the College in supporting the learners work on course.

Signed:	Date:
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