

 Incorporating Bromley Scope	Version	2
	Date Ratified	11 th September 2025
	Date for Review	1 st September 2026
	Ratified by	Senior Management Team

Bromley Mencap Training Centre Admissions Process Statement

Bromley Mencap Training Centre caters for learners with EHCP (Education, Health and Care Plan) between the ages of 18 – 24. Learners are welcomed from across the Bromley borough (and surrounding boroughs) and within appropriate travel distance to the Training Centre. As an education provider, we do not provide transport and this is the responsibility of the parent, guardian and local authority.

The admissions process is co-ordinated by the Head of Curriculum & Quality . The key principle is that each learner has unique needs, aspirations and abilities, therefore as a whole, each application will be treated on a case-by-case basis, taking into account prior learning, assessment of needs and Training Centre offer. As a rule, this process if followed:

When the Training Centre is included in a placement consultation, the statutory timeframe will be adhered to once all required documents have been provided to enable an informed decision to be made.

The decision of the Head of Curriculum & Quality Manager is final and there is no right of appeal.

Complaints regarding the application of the policy can be made using the organisation's Complaints Policy.

