

# Admissions Policy – General

This policy outlines the principles, procedures, and commitments that guide our admissions process. We aim to provide an inclusive, supportive, and transparent service that meets the individual needs of children and their families.

Our approach ensures that all applications are considered fairly, assessments are completed thoroughly, and placements are offered in a way that prioritises the wellbeing, development, and safety of every child. Through clear communication and collaborative decision-making with parents, carers, and professionals, we strive to ensure each child is placed in the environment that best supports their growth.

## Eligibility & Assessment

All applications are assessed by the **Head of Care**. This process includes gathering information from parents/carers and other professionals, as well as an evaluation of the child. Children must have a formal diagnosis to access the service.

The **Head of Care** will complete a two-part assessment: an information-gathering stage followed by an in-person assessment of the child, which may take place either at the child's school or at our centre. If, following this assessment, we determine that we are unable to meet the child's needs, parents/carers will be informed.

## Attendance & Inactivity

Regular attendance is strongly encouraged. If a child repeatedly misses booked sessions without parents/carers informing us, the child may be removed from our active register. We may also remove a child from our active register if there has been no contact with the service for a period of six months—for example, where no sessions have been booked, or parents/carers have not informed us that their child is unable to attend a pre-booked session.

If your child has been removed off our active register, you can request to be placed on our waiting list.

This policy was adopted by: Michelle Hulse	Date: 10/09/2025
To be reviewed: September 2026	Signed: 