



Admissions Policy

AIMS: Purpose: (i) Children are correctly placed.

(ii) Effective use of resources.

No children will be admitted unless the full admissions procedure has been followed.

Admissions Procedure:

Stage 1: Initial enquiry by parent, Social Worker, Portage Worker or

Local Authority Placement Officer.

Stage 2: Visit by parent and/or LA personnel and the child.

Stage 3: Agreement that the child would be correctly placed at Victoria.

Stage 4: Completion of Statement and Agreement of Funding.

Stage 5: Agreed period of assessment after admission.

Special Considerations:

- The Centre may ask for reports and test results in support of a request for a place.
- The Centre may decide to assess a child's suitability before agreeing to offer a place. This may be an assessment on a two or three day residential basis.
- The initial level of fees be dependent on the nature of the child's demands on services and resources. This may be decided following reports and/or Centre assessment.
- The level of fees may be amended following the period of assessment following annual reviews.
- In the Nursery, children may attend on a part time basis until the term in which they become five. This may be at the discretion of the Headteacher.

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General Considerations:

- The management of admissions procedures and arrangements is delegated to the Headteacher by Livability and the Centre's Governing Body within the policy established by Livability.
- In certain circumstances, matters concerning admissions may be referred for further consideration to the Education Committee of Livability.
- The role of the Headteacher is to act as adviser and co-ordinator for and on behalf of the Governing Body in relation to matters concerning admissions.
- The Headteacher, as part of his/her responsibility for the internal organisation of the Centre, will be the spokesperson for the Governing Body and will be the person with whom officers from LA's and parents will deal with on matters concerning admissions.
- The Admissions Policy and arrangements will be applied equally and fairly for all counties and for all children.
- All admission must satisfy the criteria of the nature of special needs catered for by the Centre.

Nature of Special Needs

 The Centre is resourced to meet the special physical or medical needs of children/students aged between 3 and 19. A wide range and complexity of physical needs can be met.

DATE/TIME SCALE: Policy to be reviewed annually or as deemed necessary.

Dated: July, 2011 To be reviewed annually.	Due for Revision: July, 2012
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Reviewed: July 2012 and 2013	Due for Revision: July 2014
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