



CHILDREN'S SERVICES

POLICY ON ADMISSIONS

Aims

- To give parents as much information about the National Institute and the Conductive Education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be long-lasting

Introduction

This policy has developed from and represents best Conductive practice and should be read in conjunction with the Equal Opportunities Policy, Race Equality Policy and other related policies.

It meets the need to co-ordinate the following elements:

- enquiries
- applications
- assessments
- offers of placements
- placements

This policy will demonstrate how the National Institute of Conductive Education will:

- provide an effective, efficient, user-friendly enquiry procedure;
- provide an assessment service which identifies the appropriateness of Conductive Education to meet each child's needs;
- assess children with motor disorders and associated difficulties;
- offer the most appropriate placement for each child and his/her family;
- offer opportunities for regular review of placements;
- give clear guidelines for financial and other arrangements.

Professionals and public bodies may refer children for consideration for a place (with, of course, the relevant family permission), or parents or prime carers may refer direct.

Eligibility

Conductive Education is appropriate for children who have problems of controlling movement (motor disorders) of neurological origin whether singly or in association with other conditions. School Services provided for children aged 3-11 years by the National Institute of Conductive Education is registered with the Department for Education (DfE) to admit 29 full-time children.

Application/Admission

All applications will receive consideration (for those children with conditions for which Conductive Education cannot meet needs, parents will be signposted to alternative organisations).

The application process is as follows:

- all initial enquiries made on behalf of any child aged 0-16 years are taken by the Administrator for Children's Services and recorded on the Children's Services database;
- relevant and supportive information, including an application form and GP form, is sent to enquirer;
- a follow-up telephone call is made within a short period of time by the Administrator;
- completed application forms are directed to the appropriate Leading Conductor of the appropriate age group;
- if appropriate, an initial consultation/assessment date is offered.
- if Conductive Education is not considered appropriate to meet an individual child's needs, we try to suggest alternative provision which may be more suitable;
- in individual cases, for example, if a child lives abroad or a long distance away, observation by conductors may be made from a home video. In these circumstances a checklist is made available to assist in structuring the DVD for assessment;
- assessment is carried out by conductors with feedback material for the family. Further medical advice may be sought;
- advice and guidance is offered on the statementing/EHC process and other funding sources as required;
- a written report, including recommendations, is sent out. Where appropriate, a placement is offered. The child may be offered a sessional placement (this is the type of placement offered to a child for whom a full-time place may not be suitable or who may already attend a nursery or school placement e.g. a child with dyspraxia), full-time continuous placement or an individual session/s. These options will be discussed with parents at the initial consultation;
- all work with under fives is provided free of charge. Sessional fees are charged at a fixed rate and provided for parents on request or at initial consultation. A child's fee for attending School Group sessions is available on request.
- placement information is sent out, following confirmation of acceptance;
- for full-time placements, a 'probationary' period of a half-term becomes a condition;
- for fixed-term placements, a review takes place at the end of the placement, when future possible provision is also discussed;
- continuing placements and transfer between groups e.g. Parent and Child to Early Intervention or Early Intervention to School are determined at annual review.

The initial consultation is an opportunity for conductors to advise whether Conductive Education at the National Institute is likely to be suitable for the child concerned and to determine what facilities are available at NICE to meet the child's needs. It is also an opportunity for the family to find out more about the work and to decide whether to proceed further with the application. On some occasions parents are invited to observe a session while their child participates in a session to make sure that what we offer is suitable to meet his/her needs.

If a parent/carer is not satisfied with either the process or the result of the admissions procedure they can approach the Director of Services in the first instance for an explanation or further consideration. If this does not satisfy the applicant/family then they have recourse via the formal complaints procedure.

This policy will act in conjunction with other related and relevant policies.

Review Frequency: Bi-annually **Next Review:** April 2015