

NEW HOPE-WORCESTER

ADMISSIONS POLICY

New Hope-Worcester is a specialist provision. New Hope-Worcester has been created to support children with special needs and disabilities that are unable to access mainstream provision. It is a specialist service. We are committed to providing a fair and open admission system that offers organised booking processes that are worked with deadlines to ensure parent/carers are supported in the admissions process. We support the admission of children referred from social workers and health workers as well as self pay children from Worcestershire.

AGE RANGE

Children should be aged 2-18 years of age. When they reach their 19th birthday they will be unable to attend.

Children referred from Children's Social care will be of the same age range as above.

SPECIFICATIONS

- Children should have special or additional needs and/or disabilities. Children with special needs and/or disabilities from all cultural, ethnic, religious and social groups are welcome.

Children attending New Hope-Worcester must be assessed as suitable by either:-

- Referred children from children's social care, a social worker
- Referred children from health services a health worker, e.g. health visitor

Self Pay children from Worcestershire, an inclusion worker from the Family Information Service, could refer, or a family may self refer, and we will seek further information from the parent/carer as to how the child meets the above specifications.

REFERRAL PROCEDURES

- Referrals can be made from professionals involved with the child and family/carers and any referrals will be discussed with managers of New Hope-Worcester to ascertain what exact support is required. Once a referral has been received a manager will contact the family and meet with them to discuss their child's needs. The referring professional will be kept informed of developments prior to the child starting.
- Parents/carers can self refer to New Hope Worcester. They will be invited to view our facilities and then both parties will discuss the child's individual needs and the families' expectations. All relevant paperwork will be given to the parent/carer at this initial meeting.
- At this point also a meeting can be arranged to visit the family at home with the child's key worker so as to lessen any anxiety felt by the child and encourage familiarity.
- New Hope-Worcester will keep a record of all referrals however they come to us, containing the basic information given at the point of referral.

No child will be allowed to stay at New Hope-Worcester until all relevant paperwork has been completed and 'getting to know' you meetings have taken place.

COSTS OF ATTENDING NEW HOPE-WORCESTER

- Full costs of fees must be met by the family/carer. Fees cannot be waived but families can apply for childcare tax credits if applicable, or for support through Children's Social Care.
- Fees must be paid on booking, prior to attending New Hope Worcester.
- Fees paid for any days that the child does not attend will not be refunded unless a period of 2 weeks' notice is given. This gives time for the place to be reallocated.
- Fees will differ depending on whether children are referred from Social Workers, health workers or self pay referrals.

BOOKING FORMS

Each child will be required to complete a booking form and send it back before each deadline given. This booking form will detail the family's requests for a service.

POLICY FOR CHILDREN CANCELLING SESSIONS

Parents/carers may on occasion cancel sessions on the morning their child is due to attend. This may be due to sickness or unforeseen circumstances. On these occasions we will only reimburse payments made if we are able to fill the place with another child.

WE WILL ENSURE THAT:-

- The existence of New Hope Worcester is widely known in all local communities and through the Family Information Service.
- We will liaise closely with Social Services and Health in order to offer places to those children referred of a high priority.
- We will discuss any changes to the fees with staff and parents and changes will be kept in line with other specialist schemes offering a similar service.
- Any spare places will be allocated equally between any families wishing for extra sessions.
- When booking places at New Hope-Worcester, consideration is given to the accommodation to ensure we can provide for the child's individual needs.
- Parents will be asked to complete all forms themselves and must sign all consent forms.