



**COGGESHALL<sup>RD</sup>**  
THERAPEUTIC PROVISION LTD

# Admissions Policy

Approved by:	Lisa-Jane Colyer
Date:	September 2024
Last reviewed:	September 2024
Next review:	July 2025

# Admissions Arrangements Policy for Coggeshall Road Therapeutic Provision

## Introduction

Coggeshall Road is a small therapeutic alternative education provision that offers a specialised, nurturing environment for students who face challenges in mainstream education due to social, emotional, or mental health needs. We are committed to providing a safe, supportive, and inclusive setting where students can thrive academically, socially, and emotionally.

This policy outlines the admissions process and criteria to ensure that students who require the therapeutic and alternative approaches provided by [School/Provision Name] are admitted in a fair, transparent, and structured manner.

## 1. Admission Criteria

Admission to Coggeshall Road is based on the following criteria:

- **Referral Process:** Students are typically referred by local authorities, schools, social services, or other relevant agencies. Parents and carers may also initiate referrals directly. All referrals must provide evidence of the student's needs and a rationale for why a therapeutic alternative education provision is necessary.
- **Assessment of Needs:** The student may have documented needs related to social, emotional, or mental health difficulties, which have significantly impacted their ability to succeed in mainstream education. Evidence of previous interventions and support can be provided to demonstrate that other approaches have been unsuccessful or insufficient.
- **Suitability for Provision:** The provision must be able to meet the specific needs of the student. This includes the ability to provide appropriate therapeutic support, curriculum adjustments, and individualised learning plans. A comprehensive assessment will be conducted by our admissions team to determine whether the student is suitable for placement.
- **Parental/Carer Support:** The active involvement of parents or carers is essential to the success of the student's placement. This includes engagement in regular communication, attending meetings, and supporting the therapeutic goals of the provision.
- **Student Consent:** Where appropriate, the student must consent to attending Coggeshall Road and be willing to engage with the therapeutic and educational support offered.

## 2. Admission Process

The admission process consists of the following stages:

### a. Referral and Initial Enquiry

- **Referral Submission:** Referrals can be made through a referral form available on our website or directly by contacting Lisa-Jane Colyer on [office@coggeshallroad.co.uk](mailto:office@coggeshallroad.co.uk)
- **Initial Review:** Once a referral is received, an initial review of the student's case is conducted by the admissions team, which includes reviewing relevant reports (e.g., Educational Psychology assessments, CAMHS reports, school reports, etc.).

### b. Assessment and Consultation

- **Consultation Meeting:** If the referral is deemed appropriate, a consultation meeting is arranged with the student, parents/carers, and referring agency/school. This meeting allows all parties to discuss the student's needs, challenges, and the suitability of the provision.
- **Therapeutic Needs Assessment:** An in-depth assessment may be conducted by our in-house therapeutic team to evaluate the student's emotional and psychological needs. This assessment will help us design an individualised therapeutic and educational plan.
- **Risk Assessment:** A risk assessment is carried out to ensure that Coggeshall Road can provide a safe environment for the young person.

### c. Decision and Offer

- **Decision:** Following the assessment and consultation, the admissions panel will make a decision regarding the student's suitability for placement at Coggeshall Road. This decision is based on the student's needs, the provision's ability to meet those needs, and availability of spaces.
- **Offer:** If the student is accepted, a formal offer of placement is made in writing. The offer will outline the terms of admission, including start date, support plans, and expectations from parents/carers.
- **Rejection:** If the student is not deemed suitable, a written explanation will be provided, and where possible, other alternative provisions or support services may be suggested.

### 3. Transition into the Provision

Once a placement offer has been accepted, a detailed transition plan will be developed. This plan may include:

- **Introduction Meetings:** Prior to starting, the student and their family may be invited to further meetings with key staff members to familiarise themselves with the provision.
- **Gradual Induction:** Where appropriate, a phased introduction to the provision may be arranged, allowing the student to gradually integrate into the therapeutic and educational environment.
- **Support Plan:** An individualised support plan will be created, which includes therapeutic interventions, educational goals, and behaviour support strategies. This plan will be reviewed regularly and adjusted as necessary.

### 4. Appeals Process

If a referral is declined, parents or carers may appeal the decision in writing within 14 days of receiving the outcome. The decision will then be reviewed by the admissions team at the provision and a final decision will be made.

### 5. Admission of Students with Special Educational Needs (SEN)

For students with an Education, Health, and Care Plan (EHCP), the local authority, or referring school must consult with Coggeshall Road before placement is finalised to ensure that the provision can meet the student's needs as outlined in the EHCP. Any necessary adjustments to the curriculum or therapeutic support will be discussed during the admissions process.

### 6. Exceeding Capacity

As a small therapeutic provision, places are limited. If the provision reaches full capacity, students may be placed on a waiting list. Priority will be given based on the suitability of the provision for the student's circumstances, the severity of the young persons needs, waiting time, personal circumstances. All decisions are at the discretion of the provision.

### 7. Fees and Funding

Admissions to Coggeshall Road may be funded by local authorities, schools, or parents/carers. Where applicable, funding arrangements must be confirmed prior to admission. Information on fees and funding options will be provided during the referral process.

### 8. Review of Admissions Policy

This policy will be reviewed annually to ensure it remains in line with statutory requirements and the evolving needs of the provision.

**Reviewed and approved by: Lisa-Jane Colyer**

**Date: 16.09.24**