



Admissions Policy

Reviewed by:	Helen Dyer, Principal
Date:	1 September 2023
Last reviewed on:	1 September 2022
Next review due by:	31 August 2024
Version control:	2
Approved by:	Tracey Storey, CEO

Admissions arrangements to TLC The Learning Centre are simple and transparent.

Referrals

Referrals to TLC The Learning Centre are made by a child's local authority Special Educational Needs (SEN) team, either in writing or via email. These referrals are made with, or without, initial parental consent/preference. Families can express a preference for TLC The Learning Centre to their local authority's special educational needs (SEN) team and should they consider us able to meet the child's needs, the SEN team will usually contact us to discuss a potential referral.

Referrals for placements are always made to the principal and are accompanied by the child's education, health, and care plan (EHCP as a requirement of admission), and associated reports. Where a vacancy is available, an initial assessment for a placement is made based on the documentation provided and the SEN team will be written to, confirming whether a potential placement may or may not be available. If a vacancy is available, and the school and SEN team agree that the child's needs could potentially be met, the initial documentation review is followed by an offer of an interview and visit to the school for the child, parent/carer and representative from the referral agency (and any other professionals involved, where appropriate). A potential placement offer is made only on the basis of a vacancy being available and the TLC The Learning Centre are confident EHCP targets can be met. A referred child with a sibling at TLC The Learning Centre will not be at any advantage over a referred child who does not. In fact, we strongly discourage siblings from being placed. This is because our experience tells us that in our small school setting, it is much harder to meet learners' special educational needs, and sufficiently develop their social skills, when siblings are placed together in such proximity. Following this visit and interview, a final decision on a placement offer will be made by the principal.

On most occasions, a series of observation and assessment days will take place before this decision is reached (usually 3 days). If the placement is confirmed by both the school and local authority (usually following a decision at SEN Panel), an admission date for the placement will be arranged.

Direct referrals are considered, including on a temporary basis, from schools and other settings.