



## **Admissions Policy**

**September 2014**  
**Review July 2016**

## **Admissions policy**

### **Direct placement**

Applications for direct placement can be made by Local Education Authorities, by Social Services Departments (as provision for the education of “looked after” children) or by health authorities. We welcome and encourage joint agency placements.

### ***Conditions of placement***

- School places are charged for induction periods (5 x half days for a period of 4 weeks) or for full time places. There are no part time places after the induction period as we believe all children should have access to full time places at school.
- The minimum length of a direct placement is one school term.
- Teaseldown School accepts placements throughout the year, as we recognise that referred children may be in crisis.
- The charging period will commence from the agreed admission date, and payment of fees for the remaining weeks of that term following Induction will be due immediately.
- Acceptance of a place at Teaseldown School part way through a term constitutes agreement for the placement to continue for the whole of the following school term, subject to the conditions for the termination of placements below.
- Fees other than for initial placement part way through a school term will be charged termly in advance, in respect of the number of units specified in the placement agreement.
- Where variations to this agreement are made after payment has been received, adjustments will be made through the invoice for the following charge period.
- Where variations are made to the agreement prior to receipt of payment, the adjusted amount will be due for payment immediately.

### ***Termination of placements***

- Placements will normally end in a planned way at the end of a term, when the child is ready to move on to other educational experiences or enter the world of work.
- In exceptional cases, a placement may need to be ended at short notice. Where the circumstances make such a step necessary, the place may be ended by one full half term’s notice in writing by either The Teaseldown directors, or by the placing authority.
- Where it becomes necessary to make an immediate end to a child’s attendance at Teaseldown School, the above notice period will apply at the discretion of the directors.

- The directors reserve the right to prohibit the attendance of any child on health and safety or child protection grounds without notice.

### ***Fees***

- Fees for direct placements will be charged to placing authorities in accordance with the terms and conditions above.
- Fee levels will be reviewed annually, with revised fee levels being charged from 1<sup>st</sup> April each year. Placing authorities will be notified of fee levels for the coming year by the end of February.
- Fees for the Outreach Service will be charged at a rate of from 1<sup>st</sup> April 2012 will be £34.50 per hour for direct work, planning and travelling time + travel charged at 40p / mile
- Services provided in addition to those specified in the placement agreement will be charged separately.