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**Admissions Procedure**

The Link receives referrals from a range of educational establishments such as mainstream schools, special schools, Pupil Referral Units, and various departments of different local authorities within Suffolk and Norfolk.

The Link is part of Consortium Trust, however, shows no preference to any referring body. The Link occasionally receives referrals directly from parents/carers for privately paid provision.

The Link delivers a unique provision, through an integrated approach of structured classroom opportunities and a natural environment to children aged 4-11 years old of all backgrounds and ethnicities. The Link does not have any religious affiliation.

The Lead Teacher and Head of Service Inclusion will consider every fully completed referral that is received:

- The child's (these could be related to cognitive learning; social, emotional and mental health; behavioural; physical; sensory or other identified additional need) should signal that a placement is appropriate.
- The child's current situation, recent educational past or care status should signal that a placement is appropriate.
- Staff will assess whether The Link can meet (in terms of their education offer) the identified needs of the individual child being referred.
- Staff will assess whether The Link has capacity (in terms of available sessions) to be able to work with the child immediately and, if not, whether they will be able to in the future (and therefore, should be placed on the waiting list).

Places are offered as and when a fully completed referral is received, considered and deemed appropriate. The Link staff consider referrals on a weekly basis during term time and will respond to referrers within 10 working days of receipt of referral during term time.

An initial visit to meet a child along with their parents/carers will follow any initial communication from The Link that they intend to offer a provision.

The Link will only confirm the offer of a place formally by email after the initial meeting has occurred. The confirmation will include the start date and timetable of sessions.

A service level agreement will be shared and need to be signed prior to the child starting. Placements will be offered in termly blocks.