



Admissions Policy

September 2023
Review September 2025

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.

Admission log

Admission to the School role will be recorded in the Schools Admission log stored on the cloud. Information recorded is the following:

| Unique Learner Number | Name | Gender | Address | Tel No | D.O.B | Names and address of all those with parental responsibility | D/M/Y admission | Learner's Personal Identity Number | School last attended | Date left and where to |
|-----------------------|------|--------|---------|--------|-------|-------------------------------------------------------------|-----------------|------------------------------------|----------------------|------------------------|
|-----------------------|------|--------|---------|--------|-------|-------------------------------------------------------------|-----------------|------------------------------------|----------------------|------------------------|

The Senior Administrator has responsibility for keeping the record up to date.

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.
- Exceptional Ideas Ltd 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 one of our schools 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 company directors, or by the placing authority.

- Where it becomes necessary to make an immediate end to a child's attendance at one of our schools, 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 1st September each year. Fees set at the beginning of placement will include provision for rising inflation across the length of placement.**
- Services provided in addition to those specified in the placement agreement will be charged separately.