

## **Admission Policy**

Whenever we say parents in this document, we mean parents and carers, and whenever we say child, we mean children and young people aged 0 to 19 years old (up to 25 years old for young people with special educational needs and disability (SEND)). Whenever we say Staff, we include all paid employees as well as any volunteers.

### **1. Purpose**

The Dame Vera Lynn Children's Charity ("the Charity") provides a range of services including but not exclusively; Conductive Education sessions, Music Therapy, Swimming session and Outreach Support as a form of early intervention for children with cerebral palsy or motor impairment. These sessions as far as possible will be free of charge for families to access. The Charity also provides a range of other services to meet the needs of the whole family.

### **2. Service, Sessions and Booking**

When a family enquires about a service, the Head of Service talk with the family and explain about the Charity and the services we offer, a suitable time will also be booked for the assessment. The registration form will be sent along with any other forms which the family will be asked to return before their assessment. The assessment is carried out by the Head of Service and either Conductor or Physiotherapist. After that assessment, the Head of Service will agree with the family the most appropriate sessions for them to attend, this may include a range of services. At this point families will also be asked if we are able to complete a home visit, which they will then book with the Outreach Worker.

Parents/Carers will be expected to stay and work with their child during sessions unless otherwise advertised. Parents/Carers remain responsible for their children at all times while in the Charity building.

If the times of a session are changed, parents/carers will be given as much notice as it possible.

In addition to the free early intervention services, the Charity also offers a range of other events and types of session. For some of these, families may be asked to book in advance, such as for events during school holidays, so that staffing and resources can be allocated as necessary. Some of these sessions will also be free of charge, but for others, it may be necessary for families to pay in advance.

### **3. Assessments**

Before the Charity starts working with each family, an assessment will be carried out by the Head of Service and either Conductor or Physiotherapist. This assessment is expected to last around an hour. It is an opportunity for the Head of Service to share more information about the Charity and its services along with all relevant policies with the family, and for the Conductor/Physiotherapist to make an assessment of the best way that Conductive Education can help the child.

Parents/Carers will be asked to bring with them all documentation from health services that are already working with the child, along with any equipment they have such as rollers and splints.

The assessment may be filmed in order to provide a baseline for work, and will be stored securely according to the confidentiality and data protection policies.

### **4. Non attendance**

We understand that it is not always possible to attend sessions. The Charity asks that if a family are not able to attend, that they inform a member of the service team as soon as possible via the office phone – 01444 473274.

### **5. Availability**

The Charity carefully monitors the number of children in a session, in order to ensure the safety of sessions and to ensure that children receive the best experience of Conductive Education. The Conductor/Physiotherapist and the Head of Service will review the number of children in each session regularly.

If the Charity is unable to offer a family a session due to lack of space, the Head of Service will ensure the family are kept informed of any spaces as they arise.

### **6. Reviews and Parent/Carers information sessions**

The Conductor/Physiotherapist and Head of Service will hold regular meetings with Parents/Carers to ensure that there is an open and continuous way of sharing information about the progress of the child. During these reviews, parents/carers will be asked to share their thoughts on their child's progress and also any medical changes. Parents will also be invited to provide feedback at the end of each session.