

# Playtedz

## Admissions Policy

### **STATEMENT OF INTENT**

At Playtedz it is our intention to make our service accessible to children and families from all sections of the local community. We accept children with varying needs from the age of eight to leaving school age.

### **AIM**

We aim to ensure that all sections of the disabled community have access to Playtedz through open, fair and clearly communicated procedures.

### **METHODS**

In order to achieve this aim, we operate the following admissions policy:

- We ensure that the existence of Playtedz is advertised in places accessible to all sections of the disabled community. We ensure that information about Playtedz is accessible in written and spoken form.
- Referrals from the children's services are made to access Playtedz or parents/carers can self refer.
- We describe Playtedz and its practices in terms which make it clear that it welcomes parents and carers.
- We describe Playtedz and its practices in terms of how it treats individuals, regardless of their gender, special educational needs, disabilities, background, religion, ethnicity.
- We describe Playtedz and its practices in terms of how it enables children with disabilities to be a part of Playtedz.
- We monitor the gender and ethnic background of all children joining the group to ensure that no accidental discrimination is taking place.
- We make our equal opportunities policy widely known.
- We offer families/carers the opportunity to visit Playtedz before applying for a place and before taking up that place.

The visit(s) can occur whenever a parent/carer is ready but prior notice is required in the form of an appointment.

- Payment for Playtedz is via commissioning, direct payments and personal payments.

When a child is referred to join our service, to ensure we are able to meet their needs and that our service is appropriate to them by allowing a two week assessment period.

Prior to admission all families will receive a New Starters pack which includes:

1. Membership Form
2. Medication Plan
3. Parental consent forms (completed as and when needed)

**This policy is reviewed and updated every year or when legislation changes.**

**Updated Jan 2017.**