**Admissions Policy**

**General Admissions Procedure**

Children who attend Wickselm House are either self-funded, referred by their current school or referred by their Local Authority. The views of an Educational Psychologist may be sought when a request for an admission is made. Referrals and the child’s paperwork are then sent to the Wickselm leadership team to consider if the setting can meet the needs of the child and assist them in full-time reintegration into a mainstream setting later in their learning journey. The placement offer/refusal paperwork is completed as quickly as possible and either the Wickselm House Leadership Team or the child’s school or Local Authority will inform the Parents/Guardians of the decision.

**Fees**

A non-refundable administration fee of £150 will be charged at the point of registration for each child.

Attendance fees are £23,400 per year for a standard placement. Children attend two days each week for thirty-nine weeks of the year. Places can be paid for weekly, monthly or termly in advance.

**Number and range of places and staff skills**

Approximately 46 places for children aged between 5 and 16 years. These are separated into two populations with up to 22 children on site each day. Each group will accommodate a maximum number of 12 children with target ratios of 1 adult to 5 children throughout the day. Higher ratios may be necessary and 1:1 support can be arranged on a case-by-case basis at an additional cost.

Each class is overseen by a qualified lead teacher who holds a teaching qualification and at least two years’ experience along with experience and training in attachment and trauma informed approach. Each class is also supported by one member of support staff who is a qualified teacher or holds a relevant degree level qualification along with attachment and trauma informed approach training and experience working with vulnerable children

When ratios and class sizes require a third member of support staff this person will have relevant qualifications and experience along with attachment and trauma informed approach training. All Wickselm staff including office staff, kitchen staff and our animal and land management team undergo induction training including a basic understanding of attachment and trauma informed approach.

**Geographical Area Covered**

Children are offered places countrywide, but primarily from Gloucestershire and the surrounding areas.

**Particular needs of the children**

The setting is for children whose needs have been identified as: -

- Unable to access full-time mainstream education due to anxiety and behavioural and or emotional challenges which may have resulted from early life trauma.

**Pre-Admittance Procedures**

Wickselm House encourages parents, and where relevant, current mainstream school staff to visit the setting to ascertain the suitability of the provision and possible placement. A meeting with Wickselm House Leadership Team and the relevant lead class teacher will be scheduled during this visit.

A number of pre-enrolment visits will be arranged for children and parents where they are required to reduce anxiety and offer a ‘soft’ transition.