

Our Admissions Policy for Placements

We reserve the right to decide which young people we admit and under what circumstances we admit them depending on the individual's needs and requirements. We take a broad range of information into account when considering admissions, which includes, but is not restricted to:

- How many places we have available
- The number of hours requested by the referring organisation compared to our availability and legal requirements
- The length of the proposed placement
- The characteristics of the current group of students (eg age, sex, disposition, level of need, school, reasons for attending etc..) and whether the new student would be disadvantaged by joining the group or their joining may be disruptive. (Examples could be: if the current group is made up of older teenagers and the new referral is much younger or if we have students who have been referred after a violent incident and the new referral was also involved in the same incident.)
- The individual needs of the new referral and our ability to meet those needs
- The reasons for referral
- The proposal for continuing the potential student's education (both during, in the case of part time students, and after placement)
- The financial record of the institution referring

All potential referrals must visit the centre and meet staff with a representative from their school (or the Local Authority) and a parent or guardian. The young person must engage with this visit and be positive about coming to Switch. If, after this visit, we do not feel that Switch can meet the needs of the young person then we reserve the right to refuse the place.

All referring organisations must complete and submit a referral form in full prior to the student starting their placement. Students will not be admitted until we have their referral form.

It is worth stressing that we are an independent social enterprise and, as such, not bound by any admissions processes. We will always strive to admit all young people who's needs we can meet, provided we have capacity.

We are committed to reviewing our policy and good practice annually.
This policy was last reviewed on: 23rd May 2018