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**Admissions & Appeals policy**

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| **Written by:** | **Rob Stevenson** | **Date: December2024** |
| **Last reviewed on:** | **NEW** | |
| **Approved by:** | **Andrew Powell (Proprietor)** | |
| **Next review due by:** | **December 2025** | |

**Aim**

To understand how to access a place at Higher Farm Education.

**Designation**

Higher Farm Education caters for learner aged 14 - 24 who may have ADHD, Autism, social anxiety or other identified complex needs.

As we are an alternative provision there are two routes available for learners whose parents/carers wish them to attend Higher Farm Education.

**Admissions**

Higher Farm Education has a robust admissions process to ensure that the specific physical, emotional and educational needs of the students will be met and that Higher Farm Education is the right environment for them.

**Route 1\***

If your child has an EHCP in a Local Authority, or a neighbouring one, you may make representation to the Assessment and Monitoring Team and request a placement here. We will then be sent your child’s paperwork and meet with you if we feel we could meet your child’s needs. The decision to offer a place and fund this would be made by the Local Authority that issued the EHCP.

* Email - [senteam@cheshireeast.gov.uk](mailto:senteam@cheshireeast.gov.uk)
* Phone - 01625 378090
* Email: [senteam@cheshirewestandchester.gov.uk](mailto:senteam@cheshirewestandchester.gov.uk)
* Telephone: 0151 337 6505

\*Other Local Authorities contact details can be found by visiting their ‘Local offer’ online.

**Route 2\***

If your child has a diagnosis but does not yet have and EHCP then parents/carers may apply for a place where the cost would be met, solely, by them.

It may be that parents do not want an EHCP for their child, or that collecting the evidence for this is taking a very long time, and parents may wish to access an alternative provision place before this.

It may be that whilst in our care parents/carers would ask Higher Farm Education to support the paperwork for an EHCP that would be used as learner transferred to secondary school. Again, there are no guarantees that any Local Authority would issue the EHCP but Higher Farm Education would use its best endeavours to provide all the information required to access an EHCP.

Parents must note if they choose this option and an EHCP is subsequently issued there is no guarantee the Local Authority will continue to fund the placement, and a provision move is possible.

**Additional information – more bespoke packages**

All places offered will be bespoke and tailored with an expectation that your child has an interest in equine or animal care, and is willing to engage in small group learning activities, which may be outside or in stable environments, using PPE. We understand that if your child is very anxious and may have been out of education for some time then a more bespoke package of support may be required. There are options to add the cost of this to our offer and contract.

**Appeals**

The headteacher’s decision regarding suitability for a placement is final as this is an alternative provision.