



ADMISSIONS & REFERRALS POLICY DSDT

	Date	Name/signature
Last updated	02/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	21/6/23	SS
Date for next review	Regularly	

What is an admissions policy?

Admission policies govern which pupils can attend a particular school/provision.

Charity Activities

Our charity provides bespoke support services to children and young people with Down syndrome of all ages and their families to improve integration and cohesion with society. This enables individual opportunities for personal growth and success. We provide a variety of activities throughout the year.

Social and Learning Provision: Our alternative provision has its own set of referral arrangements which are set out in this document.

DSDT Link Up: Our new link up package will support young people with other neurodiverse challenges.

Social and Learning Provision and diversity

Who is the provision for? Young people aged between 16 to 25 with Down syndrome, who have EHCPs and live in Sussex. Senior staff will thoroughly read through EHCPs to ascertain whether our

provision will match needs to then be able to confirm places.

Our "DSDT Link-up" package will enable us to open up a small number of spaces for young people with other neurodiverse challenges who also have EHCPs and live in Sussex. Senior staff will thoroughly read through EHCPs to ascertain whether our provision will match needs to confirm places.

"DSDT Link-up" will create an opportunity to further enrich the student experience for all by having increased diversity. For over a decade our charity has worked with young people with DS. Through our extensive experience, and working with professionals, parents and young people, we have established models of learning that really work. In the same way, our SEND teaching strategies and support are recognised as best practise and equally effective for individuals with other neurodiverse learning needs.

In contrast to traditional methods of teaching, DSDT uses a holistic model of learning that achieves successful and person-centred outcomes. We are proud to recognise that our DS-specific interventions are structured to benefit each individual, in order to maximise the positive impacts of this approach.

Introductory statement

DSDT Social and Learning Provision. We will provide vocational skills building, life skills; social opportunities; foundation learning; enrichment and work experience opportunities with a view to building up to potential employment if that is what is desired/required..

The aim of the Social and Learning Provision is to engage its learners into education and progression to employment, training or further education. Admission will be through the referral process outlined in this policy. Referrals

may be made at any time throughout the year.

Number of places available

The DSDT Social and Learning Provision will provide education for 5 full time equivalent learners initially (as of 4 September 2023) and gradually increase to 10 places over a period of time determined by the leadership team. The age range we will support is 16 to 25 yrs. These places will be a mix of full time and part time places.

Registration arrangements

Where students are enrolled in another school/college and attend for a short period of time the learner will be dual registered at his current school/college and the Social and Learning Provision.

Where learners are not enrolled in another school they will be registered at the Social and Learning Provision as their main provision

Learners supported by the provision

The provision will specialise in providing places for:

- Young people with Down syndrome aged 16-25 who have EHCPs and who live in Sussex.
- Our 'DSDT Link-Up' package will open up a small number of places for young people with learning differences (but who do not have Down syndrome) aged 16-25, who have EHCPs and live in Sussex. This enables our provision and attendees to benefit from inclusivity and diversity.

The number of placements accepted will be dependent on our provision being able to meet individual needs and will be determined by the senior leadership team.

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Referral arrangements

To acquire a place at the provision, parents/carers may express/report an interest directly to their school, LA or the Social and Learning Provision directly, or young people may be referred by an educational establishment or local authority (commissioners). Commissioners will use the referral form here.

Commissioning/application process

Point of contact

The point of contact for commissioners is the Provision Lead and Managing Director.

Once a commissioner or parent/carer makes contact with the provision in writing, the following procedure will take place:

1. DSDT will respond by sending out an application form to be completed and returned. Parents/carers will need to provide an EHCP at this stage.
2. The Provision Lead and Managing Director will assess the application form and EHCP and ask any additional questions.
3. Based on the information provided they will then either:
 - a) accept the application and begin to process enrolment.
 - b) not accept the application with reasons provided to the parent/carer or commissioner.
4. If accepted the parent/carer/commissioner will be invited to an in person meeting to discuss their young person, needs and the placement. Provision Lead will then arrange an in person meeting with the young person

and their parent/carer where an initial assessment of needs will be made.

5. A report will be written regarding the first assessment and a thorough plan of how our provision will meet the young person's needs will be sent to the parent/carer to read through.
6. On acceptance of this report a place will be confirmed. This will include the date and time to start and an overview of the provision.
7. Provision Lead will assess individuals constantly and keep in close communication with the Managing Director, parents, the learner's other school/college or placement, regularly consulting the learner's EHCP and making sure that needs are being met. Regular monitoring reports will be written and shared with the above.

The admission of students with special educational needs.

All of our learners will have special educational needs and will also have EHCPs.

Criteria to be applied in respect of other learners when oversubscribed.

The following oversubscription criteria will apply when there are more referrals than places available.

1. To counteract a gap in provision for young people with Down syndrome, learners aged 16-25, who have DS, EHCPs and live in Sussex are going to be supported as much as possible in relation to spaces available in the provision. This is because, although every person's pedagogical needs are unique, people with DS have a very specific learning profile that

requires a dedicated provision and since 2013, our organisation, the Down Syndrome Development Trust, has been highly specialised and successful in this Down syndrome learning profile.

2. LINK-UP

Due to the bespoke, person-centred teaching strategies that have been developed over the years, we are very pleased to open up places within the provision for learners with other neurodiverse needs, furthering our diversity and inclusiveness.

The Social and Learning Provision will open up spaces to people aged 16-25 who have learning differences (not Down syndrome), EHCPs and who live in Sussex.

The number of places confirmed will be allocated where possible depending on availability and if our DS specific learning strategies match and fulfil the needs of learners without Down syndrome but who have neurodiverse needs. This will be confirmed by members of our senior leadership team.

Offers

If we can accept a referral we will write to the commissioner accepting the referral, including financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

Procedure following an offer

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be

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Down Syndrome Development Trust
Company Number: 08346182
Registered Charity Number: 1155830



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assumed that the commissioner no longer wants the place and the offer will be withdrawn.

Referrals should be accepted without further pre-admission assessment from the provision. Referrals should be accepted unless the following apply; the commissioner fails to fund the place, the commissioner is seeking to refer the young person because the young person's needs cannot be met within our provision, or if the provision is full.

Appeals against any refusal to accept a referral

Parents, carers or commissioners should write to the Provision lead outlining reasons supporting the referral and any supporting documentation. DSDT will consider this and reply within 15 days, stating the provision's position. If a place is not granted after this process, the commissioner may make a final appeal and request a review from the DSDT Alternative Provision.

Complaints

Any objections to this policy or its application should be raised with the provision through its normal complaints process which can be found on the charity's website policy page.

If the complainant is not satisfied with the resolution, they are able to complain to the Education Funding Agency (EFA) at Academy.QUESTIONS@education.gsi.gov.uk or the local authority.

Review

This policy will be reviewed annually and any amended policy for the following September will be published on the charity's website before the end of the preceding September (i.e. the policy for 2018 referrals will be published in September 2017). The policy will remain on the website throughout the year.

Links to other policies

This policy should be read in conjunction with the charity's additional policies which can be found on the charity's website policy page.

Point of contact

The point of contact for commissioners is

[Senay Smallwood, Managing Director](mailto:sensmallwood.dsdtd@gmail.com)

sensmallwood.dsdtd@gmail.com

Tel: 01323 893 323

from 4 September 2023 a new SEND Teacher/Outreach Coordinator will lead the provision and become the first point of contact.

Local Authority commissioners

When the commissioner is a local authority, it will be purchasing places at the provision. A contract agreement will be negotiated and drawn up to provide a number of places under an agreed **Outline Service Specification**. The Specification will set out the obligations of the provision, the commissioning authority and the young person's other provision so that all parties are clear about: what will be delivered; how; when; at what price; the responsibilities of the parties to the agreement to maintain the highest level of support to the young person. The provision will seek and welcome contractual arrangements with key local authorities proximal to the provision.

Funding

The costs for our provision will be approximately £150 per day per person. For example, one person attending 3 days a week for 39 weeks = £17,550. If one person attends one day a week for 39 weeks the cost will be £5,850. Base funding and top up funding will be

requested subject to a learner's needs and requirements within their EHCP.

Application Form

We will request the following information:

Young Persons details including;

- Names
- Gender
- Address
- Name of referring school/ most recent school attended;
- Previous schools
- Year group
- EHCP
- Ethnicity
- FSM (Free School Meals)
- EAL, 1st language, home language

Parent(s)/Carer details

- Names
- Relationship to young person
- Address/ contact details
- Parental responsibility contact details

Agency Involvement

- Agency
- Lead Professional
- Intervention/support
- Date started and completed

Reasons for Referral

- Current challenges for the learner
- Learner needs not being met in school
- Preferred programme of study/ intervention (linked to 'ability & potential section)
- Expected duration of placement
- Expectations of placement outcomes (linked to 'ability & potential section)

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Parental Consent

- Confirm parents are aware of the referral
- Confirm parents agree to the referral

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[DSDT Charity Policies | Down Syndrome Development Trust UK](#)

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