 **LIBERTY LEARNING AUTISM CONSULTANCY**

**Admissions and Attendance Policy**

The purpose of our Admissions Policy is to ensure that we continue to fulfil our aim at Liberty Learning Autism Consultancy (L.L.A.C) by offering a therapeutic environment that is aimed to support children from age 5 years onwards. We strive to increase educational opportunities, reduce barriers to learning and to re-engage even the most reluctant learners.

Our students are often unable to attend other schools or specialist settings and require two to one instruction, in a structured, secure environment. Due to our numbers remaining very limited, our demand outweighs our capacity.

Referrals can be made by Local Authorities, Social Services, Care Homes, Schools, and Inclusion Teams. Each student is assessed before registration, gleaming knowledge from Educational Health Care plans, Behaviour plans, and any other relevant information. L.L.A.C will then ascertain whether they can meet the students’ needs and if so, a provisional placement will be offered. Once L.L.A.C have received the completed registration, disclaimer and referral forms the student’s placement is confirmed. Parents, students, and other professionals are invited to attend a “meet and greet” session with a member of the senior management team, if they so desire.

Bookings are contracted for the academic year for post 16 or on a termly basis for Farmyard students. Emergency bookings may be considered if availability allows.

All our student’s attendance is monitored daily by a member of the senior management team and confirmed with their “on role” provision via telephone contact or email. Any causes for concern are addressed immediately via telephone contact. Our robust reports also record the student’s level of attendance over an agreed set period.

Last Reviewed: 10/08/2022

Next Reviewed: 09/08/2023