



Evergreen Education and Therapy - Admissions Policy 2026-7

This policy aims to provide clear guidance with regards to Admissions.	Completed by K Moran and R Peacock
Completed: November 2023	Reviewed: August 2026 Next Review: August 2027

Therapeutic Education:

A child's education is one of the most important parts of their life, and at Evergreen Education and Therapy, we endeavour to ensure all pupils have access to a bespoke and well-rounded package of holistic education based on the model- *Windows on the World*. This policy outlines the procedures for admissions. The process used is fair and in-keeping with the obligations of the Equality Act 2010 and the Education Act 1996. EEaT promises to provide all admitted students with a safe environment to grow and learn, both academically and emotionally.

Admissions are taken from funding bodies including councils and schools.

All referrals are considered by the Directors.

Special attention is paid to the needs of each potential client and the ability of EEaT to meet their needs.

Consideration is also given to the needs of existing clients using the service to ensure safety and compatibility for all children.

Children must be in years R to 11 (aged 4 to 16) for therapeutic education and ages 4 - 19 years old for therapy. In certain circumstances children in different age groups will be considered. Adults are also eligible for therapy.

Children must be on a school role and remain on a school role for the duration of their time with EEaT; or have an EOTAS package under the direction of the Local Education Authority.

Bespoke packages of support are designed for each child up to 15 hours a week in term time.

Admissions procedure

All applications will be made via the local authority or school.

The Directors will arrange a home visit before a child is accepted.

A parents 'pack' - comprising consent forms, information request re health, allergies background information - will be completed by parents/carers and submitted prior to the student's start date.



Evergreen Education and Therapy - Admissions Policy 2026-7

At times it may be necessary to operate a waiting list of children wanting to attend.

Notice Period: 60 working days' notice is required to end the contracted piece of work; unless an end date is set at the start of the contract. Extended hours can be arranged if space is available.

Therapy:

Therapy can be offered for all ages of children from 4 to 19 and also for adults..

Referral for Creative Arts Psychotherapy can be made by funding bodies for example council, social care, virtual school, schools, DFM, Adoption Agencies.

Sessions take place weekly and can be held in school or local community settings.

Procedure

All referrals will be assessed by the Therapeutic Services Co-Ordinator (TSC) in conjunction with the Head of Therapeutic Services. A therapist is then allocated for each child.

The therapist will make contact with the family, school and other key professionals.

Parent/ carer /client consent form must be signed before therapy can start.

Sessions will be arranged by the therapist. Including room booking if necessary and venue risk assessment writing. Copies will be sent to the TSC. Evergreen will contribute towards the cost of venue hire following discussion with the therapist.

Should further sessions be required discussion of this should happen at the mid therapy review.