

Hopedale Admissions Policy

Created 4th March 2017

Initial Enquiry – Parents/Carers/Social Workers
Parents will be informed of place availability.
Parents will be advised to contact their Local Education Authority in order to proceed.



Initial Enquiry – Local Education Authority
Discussion: establish understanding of services and assess the strength of match between pupil need and provision.
Request and receive all pupil information and background paperwork.
Principals or Head of School to observe pupil in their current setting.
Pupil and family / Social Worker visit the School
Home visit
Offer of place (subject to contract)
Contract signed and agreed
Agreed integration process begins
Invoice issued and paid within 30 days