Admissions Process

Chailey Heritage Foundation welcomes young people from many different local authorities. We provide for those whose needs cannot be met in maintained special and mainstream schools because of their complex physical and medical needs.



1. VIRTUAL MEETING

In the first instance we welcome families to arrange an informal chat virtually via Microsoft Teams. This gives both yourselves and the team at Chailey Heritage Foundation an opportunity to discuss your young person's needs, the admissions process and answer any questions you may initially have. It would be very useful if you could send their EHCP and any supporting paperwork you may have relating to Social Care and Health, so we have an initial overview of their special educational needs.

2. ON-SITE VISIT

If you decide, following an informal chat via Microsoft Teams that you would like to pursue a placement at Chailey Heritage Foundation, and we feel the school is potentially suitable for your child, we would recommend arranging an on-site informal visit. This will allow you to see for yourselves what we have to offer and also provides another opportunity to answer any additional questions you may have

3. REFERRALS

When a local authority recognises a young person's needs will be best met by our expertise and facilities, they will make a formal written referral to us. This is required before we can arrange for an 'Admission Assessment'.

If parents are appealing a final EHCP and are naming Chailey Heritage Foundation as their preferred placement parents may request that we undertake the admissions assessment, without a formal referral from the local authority.

4. ADMISSION ASSESSMENT

An 'Admission Assessment' is held over a two-day period, helping us to identify in detail your young person's special educational, health and therapy needs and to indicate whether these needs can be met at Chailey Heritage Foundation with support from our NHS partners, Chailey Clinical Services. Full costs of the placement will be provided to your local authority and Clinical Commissioning Group (CCG).

5. ADMISSIONS

Following the referral and assessment process, if we believe the child will benefit from our skills and facilities, the young person's local authority and Clinical Commissioning Group agree to fund the placement and we are prepared in school /residentially the young person may take up their place at Chailey Heritage Foundation.

6. DISPUTES

We continue to have a very good reputation amongst local authorities for being open about our fees and our processes, and we welcome visits from local government officers.

Where a family is in dispute with their local authority, our role is simply to explain what we offer, and to give our opinion on how we would hope to benefit the young person.

Should you require support during the admissions process, please contact:

office@chf.org.uk

Please be aware that we may share information provided by yourselves with our NHS colleagues as part of the admissions process.

Please get in touch to arrange a chat or a visit:

office@chf.org.uk | 01825724444 | www.chf.org.uk

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