

1.1 **REGISTRATION**

- The Ark Centre has 8 places every session with a one-to-one including integrated speech and language and occupational therapy.
- When a parent/carer has returned the registration form and the placement is deemed appropriate the student will be invited for an assessment.
- The assessment will include a discussion with the parents/carers and an observation of the child from a speech and language, occupational therapist and a behaviour therapist. Information gained from this assessment will inform the decision from The Ark Centre makes on the suggested provision they can offer to the student. If deemed appropriate a mainstream placement will also be suggested with the hours recommended.

Referral:

- The Ark Centre will accept referrals from parents/carers and outside professionals or agencies.
- The senior management team will consider each referral, whether the needs of the student need and can be met within The Ark Centre.
- After this consideration a place may or may not be offered.

If a place is offered:

- The parents/carers will receive a formal offer in writing or by e-mail as preferred by the parent/carer. The parents will have two weeks to complete registration. If no response is received within the two weeks of the offer the place will be released for the next child on the waiting list.
- A joining pack will be sent on completion of registration.

If The Ark Centre does not have a space to offer:

If at that the time of registration The Ark Centre is deemed an appropriate placement but there is no place within The Ark Centre then the parents/carers will be informed and two options given:

- *Option one:* To suggest an alternative appropriate setting
- *Option two:* To place the child on The Ark Centre waiting list, please refer to the [Waiting List Policy](#)

Reviewing of the Placement:

The placement of the child will be reviewed every 12 weeks to confirm that The Ark Centre will continue to be the most appropriate setting for the child. If transition into another setting is necessary then please refer to our [Transition Policy](#).