



Admissions Policy

Students coming to BDC for teaching support will be between the ages of approximately 7 years and adult. They are likely to have a specific learning difficulty such as dyslexia, DCD/dyspraxia, attention deficits, etc. Students may also be accepted with ASC, moderate learning difficulties, or gifted.

Admissions

An initial consultation with a specialist teacher is required to start the enrolment process.

Copy of an educational psychologist assessment or specialist teacher's assessment report should be provided to us in advance, or if no formal assessment exists, then background questionnaires will be requested and an initial screening given at consultation.

At consultation the child & parent or the individual will meet with a senior specialist teacher. A consultation is free of charge if they decide to enrol for sessions and where the individual had their formal assessment through BDC. The fee for an advice consultation is £50.00.

During the consultation the specific difficulties and needs will be reviewed and a judgement made as to whether BDC is a suitable placement for that student. If it is not suitable, further advice will be provided.

Once the suitability of the BDC for the student and the student for the BDC has been established, a registration form is given. This lists the terms and conditions of a place at BDC and must be signed. This form also includes consent to use of online IT packages and learning as applicable.

A BDC place is then nominated on receipt of a completed application form.

Health information is requested on the application form and will be recorded for the centre's use only. It is the parents' responsibility to inform us of any serious conditions and share any IHPs with us. Allergies and medical information are recorded on the records, the student's folders, and contact sheet/ cards. These are also logged on the allergy notices in the staff room and office. If a child has significant medical needs a medical information record will be made, shared with relevant staff and stored in their confidential office file.

It is the parents' responsibility to ensure any AAls or other medical devices that a child needs to always carry with them, are with the child anytime they attend BDC. Any medication the parent wishes the teacher to administer during their session at BDC, must be previously agreed by BDC and will require an authorisation form to be completed by the parent.

BDC maintains policies and procedures in line with current guidance for schools, educational settings and out of school settings. Policy documents are available for inspection from the office.