**Admission process**

**Procedures and Protocol**

* All students admitted to **Affinity 2020 CIC** must have an **Education, Health and Care Plan (EHCP)** or identified needs that require a **SEND Support Plan**, which can be met by the provision available at Affinity 2020 CIC.
* Occasionally, Local Authorities may request placements for students as part of the EHCP process. These placements will initially be for a **six-week trial period**, subject to review based on the availability of spaces, resources, and the effective and safe operation of the provision.
* Affinity 2020 CIC may also be approached by Local Authorities outside of its immediate area. In such cases, the organisation reserves the right to assess whether the needs of the student can be effectively met within its setting. Should the provision be deemed suitable, all necessary arrangements must be in place before the student is formally enrolled.
* Formal placement requests from Local Authorities must be directed to the **Principal of Affinity 2020 CIC**, who will review each case individually. This includes evaluating the student’s needs and confirming that appropriate staffing, space, and resources are available.
* **Parents/carers, prospective students, and involved professionals** are welcome to visit Affinity 2020 CIC by prior appointment to gain a better understanding of the setting and support available.
* Members of staff from Affinity 2020 CIC may also conduct visits to the student’s current educational placement and/or home. When necessary, these visits may include medical professionals or translators to support effective communication and assessment.
* Once a placement has been approved, staff from Affinity 2020 CIC may carry out an observation or visit to the student’s current setting. The organisation may also offer **taster sessions** and, where appropriate, arrange a **phased transition** to ease the student into the new environment.
* All students enrolled at Affinity 2020 CIC must agree to and comply with the **Student Learning Agreement** and the organisation’s **Personal Development, Behaviour and Welfare Policy**. Failure to adhere to these expectations may result in removal from the programme.