

Happy Hill Essex CIO

Admissions Policy



Happy Hill Essex provides respite care sessions on Saturdays and at various times during the school holidays, open to children with a learning disability in the 8-19 age groups.

Happy Hill Essex believes in equal access for all disabled children and their families to society, regardless of their gender, ethnic background, culture, religion, ability, or social background.

We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provide in different community languages and in other formats on request.

We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the continuity in the setting that provides stability for all the children.

We monitor the needs and background of children joining our service on the registration form, to ensure that no accidental or unintentional discrimination is taking place.

We share and widely promote our Valuing Diversity and promoting Equality Policy.

Applicants for places at Happy Hill Essex are required to complete our registration form, available upon request through our website, Facebook private message or Email: happyhillessex@outlook.com

Once completed, forms should be returned to the Operations Manager of Happy Hill Essex at the address provided. Parents/carers will be required to provide full details of their child's disability and health/medication needs.

Happy Hill Essex reserves the right, after consultation with parents/carers, social worker or staff, not to admit a child if the presence of a child would present a risk to the health and safety of that child or other children which could not be managed satisfactorily within the session.

Any objection to a decision not to admit a child should be made in writing to Janine Waite – Operations Manager.

If due to circumstances a family was not able to access our service through lack of funds,

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Braintree Enterprise Centre, Block A, Unit 10, Springwood Drive, Braintree, Essex CM77 2YN

Charity Number: 1193856

either in the short or long term, we would advise them to speak directly to Heather Hill – Trustee and Founder of Happy Hill Essex CIO who would be able to discuss the matter further in the strictest of confidence.

Contact details:

Happy Hill Essex CIO
Braintree Enterprise Centre
Block A, Unit 10, Springwood Drive,
Braintree
Essex CM77 2YN

Mrs Heather Hill
Trustee and Founder of Happy Hill Essex CIO

Email: happyhillessex@outlook.com

Tel: 07731 304669

This policy needs to be read in conjunction with Happy Hill Essex Bookings policy.

This policy was adopted by	Happy Hill Essex CIO	June 2021
Signed on behalf of the provider		
Name of signatory	Mrs Heather Hill	
Role of signatory	Senior Trustee and Founder	

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Date policy was created: June 2018

Date of policy reviewed: January 2019, June 2019, June 2020, June 2021

Date of policy to be reviewed: June 2022

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