Dorchester Opportunity Group

**Admissions**

Children are admitted to the Group following referral from a health care professional, social worker, Portage, or another setting. A referral form must accompany the referral. Admission is in accordance with the Group’s Equal Opportunities Policy.

When the necessary information is supplied on our referral form, the manager will make contact with the family to arrange a visit to the group. A home visit can be made by the manager and another member of staff if the family request this.

On this initial visit the necessary enrolment forms are completed. Parents/carers have an opportunity to discuss their child’s individual needs and requirements in order that their introduction to the group should be as smooth and positive as is possible. Parents/carers are given a tour of the building and outlines of the daily routines, policies and procedures are discussed and a copy of the safeguarding policy is given.

The catchment area for the Group is primarily south and west Dorset covering Dorchester, Weymouth, Portland, Bridport, but children are accepted from a wider area including Beaminster, Sherborne, Wareham and surrounding towns and villages. Transport is provided on our bus if possible, according to need and location.

Signed………………………………

Date…………………………………

Review date ……………………….