

## 2.1 ADMISSION POLICY

### POLICY

People identified as having Special Educational Needs (SEN) have the equal right and similar needs as other students at the same stage of development. All the students have the right to an appropriate learning and curriculum designed to their abilities and skills. It follows that they are entitled to teaching and learning strategies that maximize their potential and prevent failure by eliminating obstacles hindering their progress.

#### **Definition of Special Educational Needs:**

Special education needs refer to the specific educational requirements of individuals with learning difficulties or disabilities. These needs can vary significantly from person to person and can include various developmental, cognitive, physical, or emotional challenges that may affect a student's ability to access education in a traditional classroom setting.

### SCOPE

This policy applies to all SNF Development Center programs, services and clients.

### PROCEDURE

#### Eligibility Criteria:

- Age Range: 14 and above with no upper age limit
- Diagnosis: Individuals with a documented special needs diagnosis, such as autism spectrum disorder, ADHD, intellectual disabilities, or other developmental disorders.
- Specific Needs: Individuals requiring specialized educational or therapeutic services beyond what mainstream educational institutions can offer.

#### Application Process:

- Application Submission: Prospective students' parents/guardians should submit a completed application form along with relevant updated documents, including medical records, diagnosis reports, and previous school reports (if applicable).
- Assessment Process: The Center's assessment team will evaluate the application and conduct multidisciplinary internal assessments or interviews with the student and family to determine the individual's needs and goals.

#### Acceptance Criteria:

- Capacity: Acceptance is subject to the availability of spaces within the relevant programs.
- Alignment with Services: The individual's needs must align with the specialized services offered by our training Center.
- Family Commitment: The family's commitment to actively participate in the training programs and collaborate with the Center's staff.

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- Behavioral Considerations: Individuals with challenging behaviors will be assessed on a case-by-case basis. Behavioral support plans may be developed as a condition for acceptance.

#### Enrollment and Orientation:

- Enrollment: Upon acceptance, parents/guardians are required to complete the enrollment process, including signing the enrollment agreement and paying the necessary fees.
- Orientation: Newly enrolled students and their families will attend an orientation session to familiarize themselves with the Center's programs, policies, and staff.

#### Individualized Education Plan (IEP):

- Development: An Individualized Education Plan (IEP) will be developed for each student, outlining specific goals, accommodations, modifications, and support services tailored to the student's needs.
- Review: The IEP will be reviewed in collaboration with parents/guardians to ensure it reflects the student's progress and evolving needs.

#### Continuous Evaluation:

- Progress Monitoring: Regular assessments, progress reports, and parent-teacher conferences will be conducted to track the student's development and involve parents in their child's educational journey.
- Feedback: Continuous feedback from families is encouraged to maintain open communication and ensure the effectiveness of the training programs.

#### Discontinuation of Services:

- Non-Compliance: If students or their families do not comply with the Center's policies or if the student's behavior poses a risk to themselves or others, services may be discontinued.
- Collaborative Decision: Discontinuation will be a collaborative decision made by the Center's team and the family, with the best interests of the student in mind.

#### Confidentiality:

- Data Protection: All information provided during the application and assessment process will be treated confidentially and in accordance with data protection laws.

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