Step and Learn Conductive Education

Registered Charity No: 1148686 / Company Limited by Guarantee: 07564050

Applications and Admissions Policy

Updated January 2026

Approved By	Chair of Trustees
Signed	
Dated	15th January 2026

Introduction

This policy should be read in conjunction with other related and relevant policies of Step and Learn.

It meets the need to co-ordinate the elements from initial enquiry through to a placement beginning.

This policy will set out how Step and Learn will:

- Provide an efficient and effective enquiry procedure
- Provide an initial assessment to determine if Conductive Education is appropriate for the child referred
- Offer the most appropriate placement for the child, within the three services we provide
- Offer regular review of placements
- Give clear guidelines for transitions between provisions

Anyone is able to make an enquiry and families are encouraged to self-refer.

Step and Learn offers three distinctive provisions, to cater for children from birth up to the age of 16

- Early Years / Pre-school Provision
- Intensive Block Provision
- Saturday Youth Club Provision

As per our Parent / Carer Policy, there are instances where a place may be withdrawn by Step and Learn, please refer to the policy for further information.

If a family is not satisfied with the application / admission process or the result, they can approach the lead conductor in the first instance for further clarification or consideration. If they remain unsatisfied the Complaints Procedure will apply.

The Chair of Trustees will have overall responsibility for monitoring performance in relation to this policy.

This policy will be continuously reviewed and updated as necessary.

Eligibility

Early Years / Pre-school Provision

Children will be eligible for this provision up until they finish the EYFS year of Primary School.

Sessions are conducted during term time on Tuesdays – Fridays. The terms broadly follow the academic calendar for Medway Local Authority Schools. For the year 2025 – 26 this will be as follows:

Term 1: Tuesday 2nd September - Friday 19th September & Tuesday 30th September - Friday 17th October

Term 2: Tuesday 4th November - Friday 21st November & Tuesday 2nd December - Friday 19th December

Term 3: Tuesday 6th January - Friday 16th January & Tuesday 27th January - Friday 13th February

Term 4: Tuesday 3rd March - Friday 13th March & Tuesday 24th March - Thursday 2nd April

Term 5: Tuesday 21st April - Friday 1st May & Tuesday 12th May - Friday 22nd May

Term 6: Tuesday 9th June - Friday 19th June & Tuesday 30th June - Friday 17th July

Dmi Week

Children up to the age of 5 will be eligible for this provision. A maximum of 5 children will attend 4 sessions in a week, this 'dmi week' will occur once a term on these following dates.

Term 1: Tuesday 23rd September - Friday 26th September

Term 2: Tuesday 25th November - Friday 28th November

Term 3: Tuesday 20th January - Friday 23rd January

Term 4: Tuesday 17th March - Friday 20th March

Term 5: Tuesday 5th May - Friday 8th May

Term 6: Tuesday 23rd June - Friday 26th June

Intensive Block Provision

Children in years 1 through to 6 of primary school will be eligible for this provision. They may attend any or all of the blocks offered. These will run as follows for the 2025 -26 year:

Camp 1: Monday 20th October - Friday 24th October

Camp 2: Monday 16th February - Friday 20th February

Camp 3: Monday 25th May - Friday 29th May

Camp 4: Monday 20th July - Friday 24th July

Saturday Ambassador Club Provision

Children in years 7 through to 11 of secondary school will be eligible for this provision.

This provision will take place on a Saturday morning. 2 sessions per term will be offered with dates to be discussed amongst families.

Application / Admission

Early Years / Pre-School Provision

All applications will receive consideration. The process is as follows:

- Enquiries made on behalf of children for this provision will be recorded and dealt with on a first come first served basis.
- The lead conductor will make contact with the family to offer an initial assessment.
- Following the assessment, if Conductive Education is not deemed to be appropriate for the child, we will endeavour to signpost families to alternative services.
- At the initial assessment, the lead conductor will decide the appropriate group placement for the child, taking account of their abilities and aims for their time at Step and Learn.
- If a place is offered and accepted, families will be asked to complete our onboarding information and will be given copies of relevant polices and procedures.
- Once a placement has commenced, families will be invited to an annual review to provide feedback and discuss their child's progress.
- Parents are required to attend all sessions with their child in order to offer hands on support for the duration.
- Placements will end for every child in Term 6 before they enter Year 1 of primary school. At which point Step and Learn will signpost to alternative services and the child may apply for the Intensive Block Provision.

DMI

It is expected that most applications will come from the Early Years / Pre-school Provision who are age 5 and below, however all applications will receive consideration. The process is as follows:

- Families who wish to reserve a space for their child will need to register their interest with the lead conductor at the start of each academic year.
- Enquiries made on behalf of children who are not previously known to Step and Learn will be recorded and dealt with on a first come first served basis.
- Prior to the commencement of each block, the lead conductor will consider all applications and how best to accommodate every child who has applied. If there are more children than places available, the lead conductor will plan placements which accommodate the maximum number of children possible.
- Parents are required to attend all sessions with their child in order to offer hands on support for the duration.
- The blocks are standalone and a place may be offered to a child for one block and then not the following, in order to provide support to as many families as possible.
- Decisions made on block placements are at the discretion of the lead conductor.

Intensive Block Provision

It is expected that most applications will come from the Early Years / Pre-school Provision, however all applications will receive consideration. The process is as follows:

- Families who wish to reserve a space for their child will need to register their interest with the lead conductor at the start of each academic year.
- Enquiries made on behalf of children who are not previously known to Step and Learn will be recorded and dealt with on a first come first served basis.
- Prior to the commencement of each block, the lead conductor will consider all applications and how best to accommodate every child who has applied. If there are more children than places available, the lead conductor will plan placements which accommodate the maximum number of children possible.
- The lead conductor will place children in an appropriate group for the duration of each block.
- Parents are required to attend all sessions with their child in order to offer hands on support for the duration.
- The blocks are standalone and a place may be offered to a child for one block and then not the following, in order to provide support to as many families as possible.
- Decisions made on block placements are at the discretion of the lead conductor.

Saturday Ambassador Club Provision

It is expected that most applications will come from the Early Years / Pre-school Provision or the Intensive Block Provision, however all applications will receive consideration. The process is as follows:

- Families who wish to reserve a space for their child will need to register their interest with the trustees at the start of each academic year.
- Enquiries made on behalf of children who are not previously known to Step and Learn will be recorded and dealt with on a first come first served basis.
- The trustees will pass over details of all applications to the provision provider.
- Some sessions may be more suitable for some children than others, families are required to “book in” via a WhatsApp group which they will be invited to join when their child is allocated a place.
- Children with an allocated place may “book in” to attend any or all sessions each term. If in any full term no bookings are made, the place may be withdrawn.