



## **Admissions Policy**

# **Equilore Admissions Policy**

The purpose of this policy is to ensure a fair, transparent, and safe admissions process for children, young people, and adults accessing Equilore's equine-assisted therapy, counselling, and alternative provision services. It applies to all potential service users, parents, carers, referring organisations, and staff involved in admissions.

Equilore is committed to equity and does not discriminate on the basis of age, race, gender, disability, religion, or background. Safeguarding is central to the admissions process, and all potential service users are assessed for safety, vulnerability, and suitability for our therapeutic services. The organisation manages client numbers to ensure safe staff-to-client and horse-to-client ratios.

Referrals may come from parents, carers, schools, social services, healthcare professionals, or other agencies. Referral forms must include relevant background information, including safeguarding, medical, SEND, and behavioural details, to allow an appropriate assessment of the client's needs and the risks involved.

Potential service users must have needs that match Equilore's therapeutic or alternative provision services and be within the appropriate age range. Their behaviour and requirements must be manageable within the organisation's capacity, and written consent must be obtained for all under-18 clients. Individuals whose needs exceed Equilore's capacity or who pose unmanageable risks may be declined, with decisions explained sensitively.

The admissions process begins with submission of a referral, followed by an initial review by the Director or designated staff to assess suitability, capacity, and risk. An assessment session is then held with the client, and where appropriate, parents or carers, to discuss expectations, policies, and consent. An individual risk assessment is completed to identify physical, emotional, or behavioural risks and determine necessary support or supervision. The admission decision is communicated in writing, and all relevant documentation, including participation and data consent forms, is completed before the client begins sessions.

Equilore, Park End, Croughton, Brackley, NN13 5LX  
Telephone:- 07787 402236 Charity Registration Number:-1190998  
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New clients may undergo a probationary or trial period to ensure suitability and safety. Progress is reviewed after the initial sessions, and adjustments are made to support engagement or manage risks effectively. Equilore provides reasonable adjustments and individual support plans for clients with SEND, sensory, or emotional needs to enable full participation in services.

All admissions are screened for safeguarding risks, and where necessary, conditional admission may involve multi-agency planning or additional supervision. Records of referrals, assessments, decisions, and consent forms are maintained securely in line with Equilore's Data Protection Policy. Parents, carers, or referring agencies may appeal admission decisions in writing to the Director, with Trustees involved for final decisions where appropriate.

This policy is reviewed annually or sooner if changes occur to services, legislation, or safeguarding guidance, ensuring that Equilore maintains a safe, inclusive, and therapeutic environment for all clients.

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