

TYPICAL ADMISSIONS PROCESS - JIGSAWPLUS

Step 1

Complete an Enquiry Form (download from our website [jigsawplus.co.uk](https://www.jigsawplus.co.uk)) and provide evidence of the Applicants Care Plan and/or EHCP.

Step 2

Attend a JigsawPlus Open Event - this can be booked by emailing admissions@jigsawplus.co.uk

Step 3

If you feel that JigsawPlus is a suitable setting, complete and return an Application Form, together with the latest professional/annual review reports.
Our Admissions Team will review the paperwork and confirm if JigsawPlus can potentially meet needs based on this information and suggest the appropriate level of funding required.
Any future offer will be subject to an assessment.

JigsawPlus considered to be a potentially appropriate placement for the Applicant.

Step 4

When a vacancy becomes available we will arrange for an assessment of the Applicant which may comprise of observations in different settings, such as:

- Current school, college or day placement setting
- Out in the community
- At JigsawPlus

JigsawPlus is NOT considered an appropriate placement for the Applicant.

Refer back to your Local Authority transition officer to discuss alternative placement options

Following the assessment, JigsawPlus is not considered an appropriate placement for the Applicant

Step 5

Once an appropriate space is available, JigsawPlus makes a formal placement offer to the Applicant or his/her/their representative(s), and the social worker/transition officer supporting them

Placement offer is rejected by Local Authority

Step 6

Local Authority agrees placement funding via EHCP, social care package, direct payments or CHC

Refer back to the Local Authority to discuss alternative placement options

Step 7

JigsawPlus works with Applicant or his/her/their representative(s) and current school, college or day placement to prepare a transition plan and agree a start date which will be communicated to all parties.

Step 8

Relevant contracts are issued and signed with either the Local Authority or parents

Step 9

Placement begins