**ALLOCATIONS POLICY**

**INTRODUCTION**

Accessing hydrotherapy, swim and rebound provision is proving more and more difficult for families as more cuts are made and the centres that provide these therapies continue to disappear.

SNAPS is a charity managed by a team of staff and volunteers, and supported by a Board of Trustees, and run for children who have a range of special needs, and their parents / carers and families.

Whilst every effort is made to accommodate all families who contact SNAPS please be aware there may be a wait of 1 to 2 terms (we are currently based in two schools) but you are always welcome to attend the sessions on a social basis to allow your child the chance to become comfortable with the surroundings and also for you as parents/carers to meet other parent/carers, and our staff team.

At the conclusion of each term the SNAPS’ managers and physiotherapists will meet to ascertain provision for the following term. Offers of placement will be made based upon requirement and will be offered in order of waiting time unless a decision is made to offer a placement based on immediate medical need. Every family will be contacted prior to the start of the term and given an opportunity to discuss the forthcoming term with the manager concerned. Please note some families may be offered continuing support where the physiotherapists identify a need for continued therapy, although therapy will generally be provided for a term unless there is a need to extend.

Each new term will see provision offered to those families who have previously contacted SNAPS and registered their child for the next available term.

Any family on the waiting list which is able to attend our sessions for the extra-curricular activities, such as music therapy, boccia, story reading, movement and dance, soft play and arts and crafts, between 9.30 and 13.30 may be offered provision by way of short term cancellations. Please also note that if you wish just to attend for the social aspect our doors are always open to all families and we actively encourage siblings and family members to attend.

For further information or to register an interest in the services on offer please email: dean@snapsyorkshire.org (for Pennyfield School in Meanwood, Leeds) or emma@snapsyorkshire.org (for Broomfield School in Belle Isle, Leeds).

REVIEW PROGRAMME: DRAFTED 20 February 2018 / TRUSTEE REVIEW 7 March 2018 / NEXT REVIEW March 2019