



Giving people
room to create
a better future.

Admissions Policy

September 2024

CAMFIELD CRAWLEY is owned by CRAWLEY FRIENDS HOUSING ASSOCIATION LTD, an 'exempt charity' registered as a Community Benefit Society (CBS); registration number IP18128R. It is regulated by the Financial Conduct Authority and recognised by HMRC as a charity.

Crawley Friends Housing Association Limited (CFHA)
c/o Camfield, Langley Lane, Ifield, Crawley, RH11 0NB

Exempt charity registered under the Industrial and Provident Societies Act.

ADMISSIONS POLICY AND PROCEDURE

CFHA is committed to providing a professional and fair admissions service in accordance with all current statutory legislation in order to identify and select those applicants who will engage with and benefit from the support programme which will be made available to them during their licensed residence at Camfield.

Completing an application form

We take referrals from Crawley Open House, Crawley Borough Council and other hostels and agencies. We also accept self-referrals. A form to start the admissions process is available from the Manager. Applicants are advised to complete this form as fully as possible and to avoid including false statements. If false statements are later discovered, an offer of a place will be withdrawn, or if a resident is already at Camfield, the licence will be summarily terminated.

Applicants will be initially assessed on the application form and, if successful, will be placed on the waiting list and invited for interview when a place is available. A decision will be provided in writing.

Interview

The interview will be conducted by the manager and support staff and last for about one hour. The interview is designed to get to know potential residents better, to explain the licence agreement and the rules of Camfield, and for the potential resident to be shown round the premises.

Following the interview, a second evaluation will take place. The decision whether to offer a place will then be made and the applicant duly informed.

Making a decision

All decisions made during the admissions process are subject to consideration of CFHA's duty to safeguard the health and safety of their staff and residents. The Management therefore reserves the right to reject those applicants who, in their judgement, constitute a potential threat to the security of the house.

Applicants will be required to disclose unspent criminal records they might have. CFHA will consider applicants with criminal records and will take all relevant factors, including the type of offence and the time that has elapsed since it was committed, into account. However,

there may be some circumstances in which CFHA find it necessary to refuse to consider applicants with convictions for certain serious offences.

Great care is taken throughout this admissions process to ensure that all decisions are fair, reasonable and unbiased. They should be considered as final.

CFHA will notify all applicants (and/or their referring bodies if appropriate) of their decision in writing although they reserve the right not to divulge the grounds on which they have based their decision.

Committee of Trustees
Crawley Friends Housing Association Limited
September 2024