

REFERRAL AND ADMISSIONS PROCESS AND CRITERIA

Referral Panel Members:

SMT- A minimum of 1
A Representative from each unit – All 4 Units
Day Pupil Co-ordinator
SENco
P.A. to take minutes.

Referral Papers should include:

- A copy of the statement
- Family and social history including ethnicity data
- Medical conditions and specific action
- Educational levels of attainment
- Recent educational reports –SAT's data
- Recent Ed. Psychological reports
- Details of any Social Services involvement
- Unique Pupil Number
- Description of particular behaviour patterns

STAGE 1

- Referral papers arrive at School (when a **Residential Enquiry Form** is completed, then forwarded to LEaSE for statistical purposes).
- The details of the referral are logged onto the yearly database (for statistical purposes).
- Referral papers are scanned and sent as a pdf file to the Principal and the SENco.
- If the referral is for a day placement, they are also sent to the Day Pupil Co-ordinator and the Head of Education.
- If the referral is for a residential placement, they are also sent to the team Leader/Deputy Team Leader/ Referral Panel member for the appropriate unit(s).
- Any referrals deemed to be outside of the School's user group will be withdrawn prior to discussion at the Referral Panel.
- The **Referral Panel Form** must be completed prior to the meeting.
- The Referral Panel will meet weekly and discuss current referrals and detail progress of each referral.
- If a decision is made not to progress with the referral, the referral agency will be informed in writing; wherever possible an alternative will be suggested.

STAGE 2

- A school visit arranged to meet the young person, parents/carers and social worker where appropriate.
- The young person will meet a member of SMT, the SENco and either the Day Pupil Co-ordinator or unit staff as appropriate.
- A **School Visit Form** must be completed by staff involved with the visit.
The visit should include:
 - ❖ A meeting with a Senior Manager
 - ❖ A guided tour of the school
 - ❖ A guided tour of 1 or 2 residential units where appropriate
 - ❖ Introduction to KS3/4 Co-ordinator
 - ❖ Lunch
 - ❖ A meeting with/assessment by SENco
 - ❖ Closure meeting with Senior Manager
- The young person will be informed that they must contact the school to express a wish to attend Meadows.
- The opinions of the staff involved in the visit will be taken into consideration during the decision making process.
- The Local Authority will be informed in writing of the outcome of the visit, and whether a placement has been offered or declined.

STAGE 3 – Placement Offered

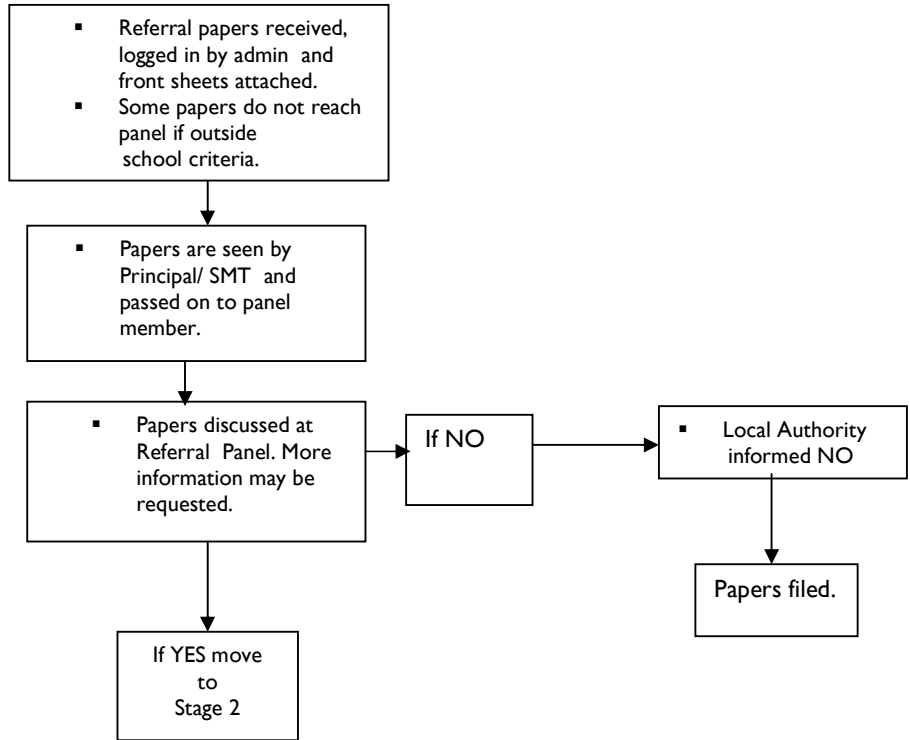
- Any special arrangements prior to the assessment period must be agreed with the Local Authority.
- An admission date will be agreed by SMT, the Parent/Carer, the Local Authority, the residential unit and the Head of Key Stage 3 or Key stage 4.
- If no place is currently available, placement on a waiting list will be offered.
- The new pupil will have an **Induction Meeting** (minutes will be circulated to all interested parties). The six week assessment period will commence following this meeting.
- During the first three weeks of the assessment period a **Behaviour Profile** is completed by the Class teacher and Key Stage manager, and the residential unit if appropriate.
- The key worker for the assessment period will be:
 - ❖ The Day Pupil Co-ordinator for day pupils
 - ❖ The unit Team Leader or Deputy for residential pupils.
- A **Three Week Report** is completed, and any concerns regarding the appropriateness of the placement will be highlighted to the Parent/Carer and referring authority.
- During the assessment period, if placement is evidently unsuitable, the place will be terminated with written reports forwarded to the referring authority as soon as is practicable.
- If the assessment period is successful, the Parent/Carer and referring authority will be advised of the **Placement Panel Meeting**.

Attachments

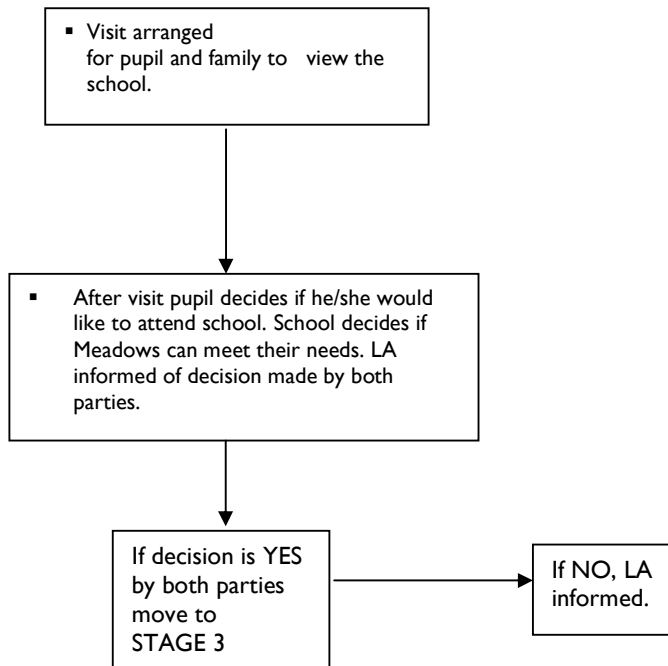
- Residential Enquiry Form
- Referral Panel Form
- School Visit Proforma
- Induction Meeting
- Behaviour Profile
- Placement Panel Meeting Proforma

Meadows School - Referral and Admissions Process

STAGE 1



STAGE 2



STAGE 3

