

# ADMISSIONS PROCESS

Referral received



DAY SIX- Initial referral meeting with parents/carers & pupil at SEC/The Annexe

Complete initial induction paperwork

Within 2 working days:

- 1-2-1 teaching begins
- Keyworker allocated



Within 5 working days from initial meeting: Home visit by Admissions worker

Meeting with previous school/s to gain

- Attendance data
- Exam & progress info-coursework & exam bodies
- Handling plan
- Safeguarding information
- Risk assessment
- SEND info/ meeting with SENCO
- Pastoral info
- Previous interventions/strategies



Induction programme

- SISS assessment
- Early help assessment
- Visits to providers/school induction
- Pupil photo
- Personal/academic baselines
- Mapping of other agencies/support
- Plan & issue timetable



Pupil Profile created and shared with staff and providers prior to start date. Pupil starts full-time programme no later than 4 weeks.



Review meeting set – 4 weeks

Induction

Stage 1: Initial meetings

Stage 2: Information gathering

Stage 3:

