



Referral, Assessment and Admissions Flow Chart

Online Referral Form



Direct conversation / meeting with referrer

Assessment Summary Completed



Parent / Pupil / Professionals meeting

Education Passport Completed



Within first 6 weeks

Risk Assessment

Individual Learning Plan

Personal Management Plan

- All documentation will be emailed directly to the referrer.
- Risk Assessment, Education Passport, Individual Learning Plan and Personal Management Plan will be reviewed every 6 weeks / half term.
- Schools will be required to provide the college with a SIMS CTF when requested, for registration purposes.