

KWS Admissions and Referral Process

Introduction

KWS School is a specialist school providing up to 20 pupils per day where students have identified Social, Emotional and Behavioural Difficulties and are supported more intensively by the Local Authority and or by a Statement of Special Educational Needs or Education, Health, Care Plan (EHCP)

KWS works in partnership with a number of Local Authorities in order to access suitable educational placements for a number of their children and young people between the ages of 11 – 19.

The admissions policy promotes equally the rights of all students regardless of disability, race, language, gender, culture or faith and is supported by our equal opportunities policy.

Admissions Criteria

Admissions are from the Local Authority or Local Maintained Schools where KWS has been identified as the most appropriate setting for a child or young person's education. Whilst KWS promotes parents and carers to visit our facilities, referrals cannot proceed to the admissions stage without Local Authority or home schools consent.

Referral Procedure

When a new young person is referred a 'Temp File' will be arranged. Any paperwork will be put into the folder. This will be the 'Referral File'. Please refer to the referral flowchart.

A checklist will be on this file: checklist to have the following:

1. Who referral is from
2. Who referral is to
3. Contact details of referrer
4. Dates
5. Information on referral meetings (staff)
6. Set dates to discuss
7. Visit Organised – dates and by whom and who is dealing with the referral.
8. All paperwork to come to admin to put onto the file. This includes contact info for all concerned parties
9. All new start paperwork sent out and returned completed and uniform purchased.
10. Dates to discuss meetings
11. Days attending
12. Times attending
13. Course attending
14. Travel arrangements

15. Start Date may also be agreed at this time

When meeting has been held and placement agreed the following details will be placed on the file: