

Admissions Flow Chart

Stage 1

Enquiry

- Parents, Carers, Social Worker, Placements team contact school for information and visit to Ysgol Tŷ Monmouth
- Parents, carers make a joint referral with Local Authority (LA)

Stage 2

Referral

- Senior Leadership Team review initial information received from the Local Authority to decide if an initial assessment is appropriate

Stage 3

Initial Assessment and Placement Offer

- Initial Assessment arrangements made by named assessment lead in consultation with Local Authority
- This stage will comprise of discussions, meetings, and observations. Costings and placement offer sent to LA

Stage 4

Transition

- Transition meetings arranged with key people around the child or young person
- A person-centred transition plan developed and implemented

Stage 5

Admission

- Agree a first day plan with the pupil to support a reduction in anxiety
- **Initial** Individual Risk Assessment and Therapeutic Management Plan implemented on first day