

Admission Policy

Referral Process

There is a simple 3 stage process to refer pupils to the CornerPost Education Centre:

Stage 1

1. CornerPost attends primary Hubs (Tamworth Blue & Yellow) (Burton A & B) where referrals can be made.
2. Schools can refer independently if needed.
3. The school requests a referral form and returns it to CornerPost Education Centre.

Stage 2

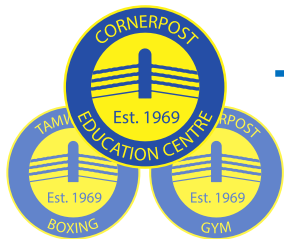
1. A visit is required with the pupil, parents, and key staff members.
2. A plan action is discussed and agreed between the CornerPost and the school (and parents).

Stage 3

1. The pupil starts at the CornerPost.

It is important to pay cognisance to the fact that there is no minimum or maximum time for a pupil to stay at the CornerPost. Our objective is to support the schools and education system and for the pupil to return to mainstream education with fundamental changes in emotional and educational skills. Every school, pupil and exclusion situation are unique. Our plans and frameworks are devised in partnership with the schools involved and crucially agreed by the parents. Once a plan is agreed it is reviewed on an ongoing basis by the school and the CornerPost during which time we are flexible and experienced enough to be able to change provision at any time for the benefit of the pupil.

Review Date: Jan 23



The CornerPost Education Centre Referral Form Where Everyone Matters



General Information

Students Name				Current School			
Year Group		Key Stage		D.O.B		Parents / Carer Consent given	
Parents / Carers Signature						Head Teachers Signature	
Date of Referral				Contact Name of Referrer			
Contacts Number				Contacts Email			
Planned Start Date				UPN No			
Attendance	Last Year	%	Current	%			
Has a Boxall Profile been carried out						Pupil on a SEND Register	

Emergency Contact Details

	Name	Relationship	Number
1 st			
2 nd			
3 rd			

Reason for Referral

Welfare

Looked After Child		Name of Social Worker					
Child In Need		Child Protection		Free School Meals			
Education Health Care Plan	Started		In Process		Completed		
Is an Educational Psychologist known to the child				Name			

Please inform if any other outside agencies are involved;

Medical Concerns:

Behaviour

Social
Interaction

Spoken
Language

Reading

Writing

Spelling

Maths

Times Tables

Any Other Comments