

WORK SKILLS LEARNING
REFERRALS AND ADMISSIONS POLICY

2015 / 2016

Young people who are referred to Work Skills Learning:

- Usually have an EHC Plan or Statement of Special Education Needs.
- Are aged between 15-21 years of age.
- May be 'in care' to their local authority.
- Have often experienced life events or difficult emotional circumstances that have made school and home life challenging.
- Are in need of educational provision that can meet their individual needs.
- Are sometimes on the autistic spectrum.
- Have a range of learning needs.

Where do enquiries and referrals come from?

Enquiries come from education, schools and social care professionals. Parents and carers, who may have been involved with a range of services, sometimes enquire directly.

Referrals come from education, health and social care. Sometimes referrals are single agency others are from multi-agency panels.

Admission to WSL is via referral from a local authority or the child's school for assistance with respite schooling.

How do we work with enquiries and referrals?

- Usually a local authority (LA) will contact WSL this is often accompanied by a Statement of Special Educational Needs/Education Health & Care Plan.
- WSL will normally contact the previous school or provision the young person has attended.
- If WSL considers the referral to be appropriate, a request will be made to the LA for a meeting with the young person and parent/carer.
- If appropriate an assessment is begun.

Admissions process

If a young person is accepted s/he will usually attend initially on a staggered timetable, increasing to full time over a period of about two weeks. During this period initial assessments take place to establish the young person's needs and levels.

At the end of the assessment period there is a first review meeting, where targets are set and shared related to their education and behaviour; goals and tasks are set for the next review; initial assessments are shared.