



REFERRAL PROCESS

REFERRAL JOURNEY	RESPONSIBILITY
Student identified a potential referral	Local Authority – EHC Co-ordinator
<i>Student will be offered a placement at Riverside Bridge School subject to a successful Assessment process.</i>	
Confirmation: Generic Email will be send to the School / EHC Co-ordinator to arrange a time a date to observe learner.	Riverside Bridge School
School / Home visit: Observations will take place in school or at home and will observe: <ul style="list-style-type: none"> Child’s interactions with others One to one situation 	Riverside Bridge School
<i>Riverside Bridge School will inform the EHC Team of the outcome of the assessment If successful an agreed start date will be provided.</i>	
Riverside Bridge School to send: <ul style="list-style-type: none"> Home Visit Questionnaire Parent / Carer Admissions Form 	Riverside Bridge School
Parent / Carer to Complete: <ul style="list-style-type: none"> Home Visit Questionnaire Parent / Carer Admissions Form 	Parent / Carer
Riverside Bridge School to send: <ul style="list-style-type: none"> Referring School Admissions Form 	Riverside Bridge School
Referring school to complete: <ul style="list-style-type: none"> Referring School Admissions Form 	Referring School
Intake Meeting / Start Date: Professional meeting attend with student and all supporting documentation.	Riverside Bridge School Referring school Parent / Carer