

Albright Education Centre Home and Hospital Tuition Service Referral / Admission Procedure



Mainstream School – identifies pupils in need of further support.
Referral made to Albright, including necessary information



Referral form processed by Deputy Head / Pastoral team



Referral considered for acceptance

↓

explanation provided to school

Referral not accepted, with

Initial meeting arranged



Induction arranged and pupil starts with Albright.

Reviewed every six weeks *



Placement extended if necessary – or pupil begins transition back to mainstream if appropriate

* Please note that if pupils repeatedly fail to engage in the process they may be referred back to their mainstream school