


Admissions Procedure



Sandwell Home and Hospital Tuition Service

Signed by Chair of Governors:	
Date ratified by Governing Body:	03.05.2024
Date of Review:	03.05.2025

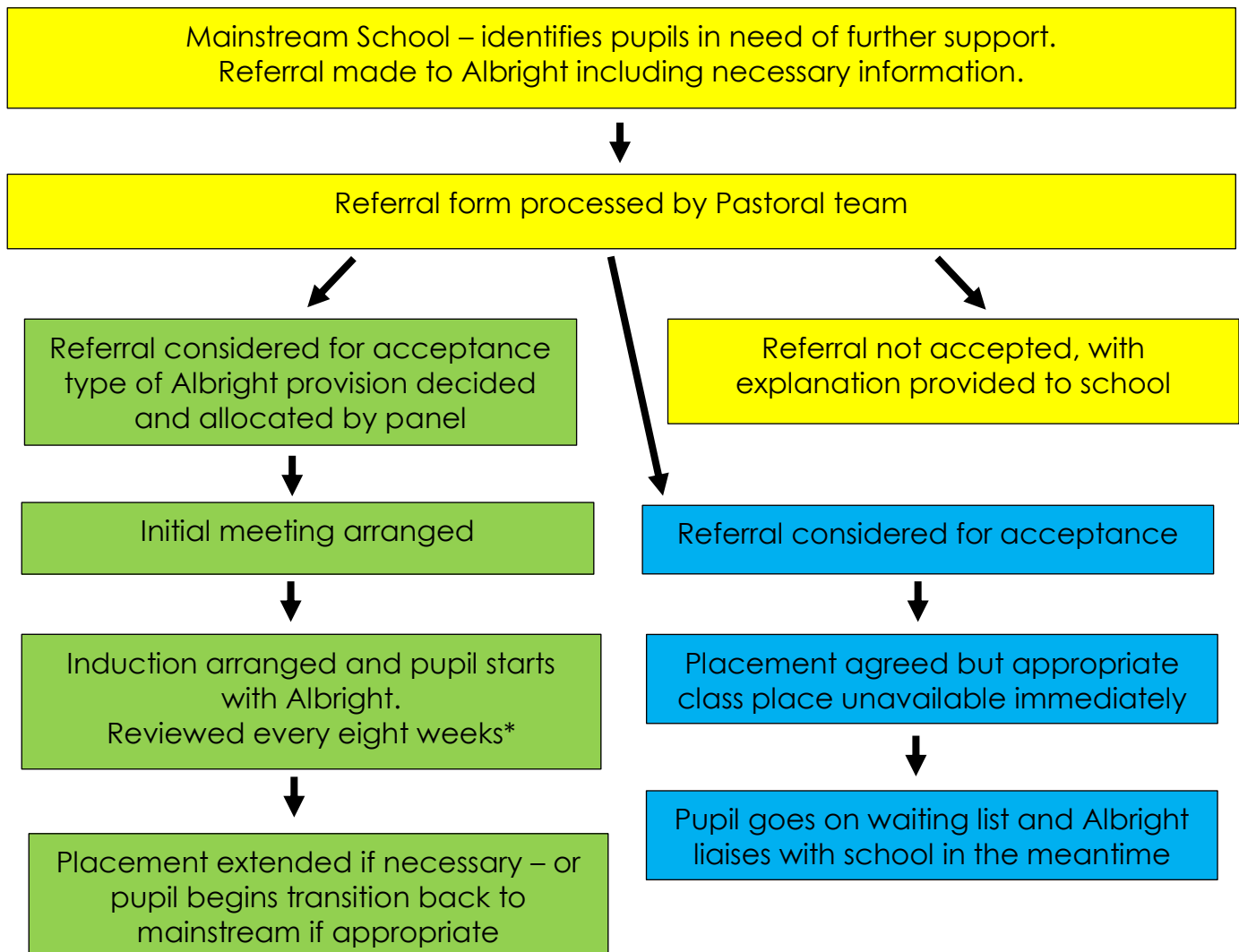


Pupils can be referred to Albright Education Centre in a variety of ways

1. Via direct referral from mainstream schools (see flowchart)
2. Via Local Authority Alternative Provision Panel or Local Authority Fair Access Panel
3. Via Local Authority SEN Panel (as an interim offer)



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



***Please note that if pupils repeatedly fail to engage in the process or their supportive evidence not appropriate they may be referred back to their mainstream school within any review**

Points for consideration when prioritising admission for pupils who reside in Sandwell where Albright has been identified as a potential short term placement

1. LAC
2. EHCP
3. Consultant / CAMHS supporting evidence
4. Involvement of Sandwell Children's Trust

5. Discharge from Tier 4 admission / hospital
6. Out of borough paid for provision
7. Pupils need (including SEN and / or attendance figures)