

Northampton School Induction / Admission Flowchart

This flowchart outlines the step-by-step process followed during a student's induction and admission journey, beginning with consultation from the Local Authority through to full or part-time integration and ongoing monitoring.

1. Consultation Request from Local Authority

The school receives a referral or consult from the Local Authority (or relevant body). Information about the student's background, needs, and any supporting documentation is reviewed.

2. Initial Review / Triage

The school team reviews the referral to determine if the student's needs are potentially within the school's provision. If not, feedback is sent to the Local Authority explaining why the placement cannot be offered.

3. Contact Parents / Guardians

Parents or guardians are contacted to arrange a Meet & Greet meeting. This is an opportunity to introduce the school and gain a deeper understanding of the student's needs.

4. Meet & Greet Meeting

A meeting is held with parents/guardians and, where appropriate, the student. The purpose is to share information, discuss educational and social needs, assess suitability, and answer questions about the school environment.

5. Decision: Trial Offered?

The school decides whether a trial day(s) should be offered. If yes → proceed to Trial Day(s). If no → Inform parents and Local Authority with reasoning.

6. Trial Day(s)

The student attends one or more trial days. Staff observe engagement, comfort, and support needs. Feedback is collected from teachers, support staff, and the student themselves.

7. Decision: Place Offered?

Based on the trial outcomes, the school determines if it can meet the student's needs. If successful → Offer a place. If not → Provide feedback to parents and Local Authority with alternative recommendations.

8. Start Date & Induction

The student begins at the school. Depending on needs, this may be a full-time or part-time start. A phased integration plan may be implemented with regular review points.

9. Ongoing Monitoring & Review

The school continuously monitors progress, well-being, and integration. Regular meetings with staff and parents ensure the student's support plan remains appropriate and effective.