

ENQUIRY

Does the child profile mean they will be able to make use of MBS?
a) 5-10yrs on admission, b) behaviour is primarily emotionally rooted, c) is cognitively able to make use of MBS

No
Where possible, advice given on where to seek alternative placement

Yes
• Prospectus Pack, including Placement Request Form, sent out within 12 hours of initial enquiry
• Information on child sent to MBS by LA

Completed Placement Request Form and supporting documentation returned to MBS

MBS respond on appropriateness of referral

No
Where possible, advice given on where to seek alternative placement

Yes
Referral/Admin form sent to LA (**it is vital that this is completed with accurate information and returned. Failure to do so can result in deferred admissions**)
If appropriate, provisional admission date allocated by MBS

Parents/carers and professionals invited to MBS to meet staff, discuss child and view school.
Pre-admission Packs given to parents/carers and professionals

Pre-placement meeting to clarify Placement Objectives and to ensure that all relevant information has been shared.
Admission date, child's visit to MBS, statutory visits and initial review set.

Contracts and permissions signed and returned to MBS
Returned no later than five working days prior to admission

Child visits – this will include experience of classroom and lunchtime in the house

Admission Date
Getting To Know You Meeting – Handover between child, family/carers and professionals

One Month Review
Assessment of how child, family/carers and professionals are experiencing Change

MBS Assessment Data collated, summary written and distributed

Six Month Review
(And every six months thereafter)

Assessment Period

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