

# **Kingsbrook School**

*'A unique service for unique young people'*

## **Admission Procedure**

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**Kingsbrook School**  
Southburgh,  
Thetford,  
IP25 7TJ

**31<sup>st</sup> August 2025**  
**Review: 30<sup>th</sup> August 2026**

## **ADMISSION OF YOUNG PEOPLE**

### **Referrals:**

Requests for placement at Kingsbrook School may be received by telephone, email or post from Social Services, Education Authorities, Health Authorities, parents and other interested adults.

The School Prospectus can be posted or emailed to any interested party on request.

Relevant papers will be circulated and read by the Head of School who will make their recommendations as to whether they believe Kingsbrook School is the best place to meet the Students needs following a discussion with the Therapy Team and other relevant people. If the referral is deemed to be suitable the Head of School will visit the student in their current school setting or home and share information about the purpose of the visit and about Kingsbrook School.

Throughout the referral process, all staff will consider the current group of Young People at Kingsbrook and how the Student being referred will impact on the existing group.

Depending upon each student's needs will be dependent upon which group they will be assigned to.

Parents/carers, social worker, the student and other relevant parties will be encouraged to visit and see facilities at Kingsbrook. Following this visit if all parties are in agreement the Head of School will confirm the Offer of Placement to the Local Authority.

A school admission pack will be sent out to parent/carer or social worker and upon completion the student can start Kingsbrook School. A student is unable to start unless completion of this pack has been received as will contain important information such as emergency contact details and any medical requirements.

### **Admission & Reception:**

The Student will have a planned admission date, suitable to their needs. There will be a transition process into the school for every student where assessments and behaviour tracking will take place. The length of time for this will depend on the needs of the student and will be decided in conjunction with the EHCP coordinator, social worker, parents and other relevant parties.

An EHCP review of the placement will take place within the first 6 weeks of the student starting a full timetable to ensure that progress is being made. All relevant professionals and family members will be invited to attend this review. Based upon the outcomes from the student's assessments and presenting behaviours will be presented at the EHCP Review and any additional identified needs will actioned and incorporated into the review paperwork.