What this policy is about

This policy describes which pupils we work with in City of Birmingham School and the referral process. The detailed referral criteria can be found on our website along with a referral form.

City of Birmingham School is commissioned to work with pupils who may be:

- Permanently excluded or at risk of this
- In receipt of an EHCP with behaviour, emotional and/or social difficulties
- Anxious, depressed, school phobic
- In Care with no school place
- Remanded by the courts
- Struggling with learning and faced with a multiplicity of challenges

Who can refer?

Referrals are received from a number of places, in particular schools, the Local Authority Exclusions Team and the Special Educational Needs Assessment and Review Service (SENAR). Other than for permanently excluded pupils referrals are made to the Leadership team for consideration using the referral form available on the school website.

How are referrals considered?

Most referrals are straightforward and will be quickly picked up by Centre staff. For those that are more complex or where a flexible programme of support may be needed the leadership team meets weekly and will consider how best to offer support. These referrals must be emailed to referrals@cobschool.com by the previous Friday lunchtime as detailed at the top of the referral form.

How to get more information

Please contact the School Management Office on 0121 303 0272 for further information and guidance.
Referral received to referrals@ccoschool.com

Referral is 'routine' and there is capacity
-Relevant Assistant Head reviews referral

Referral accepted?
-Yes
Assistant Head responds to referral and notifies relevant centre/provision
Pupil is admitted to CGBS and referral email is moved to 'Admitted' and stored for 1 term.
Referral form and any other relevant information is added to the pupil file.

Referral is discussed at Leadership Team

Referral is non-'routine' or there is no capacity

Referral accepted?
-No
-Relevant member of the Leadership Team replies to the referral requesting further information or suggesting next steps for the referring organisation
-Pupil is not admitted and referral email is moved to 'Not Admitted' and retained for 1 academic year.