



The Student & Family Co-ordinator is the first point of contact for families when referrals are made to the school requesting a placement. She will visit the family home and create a Pupil Profile which contains information relating to family dynamics/relationships; previous schools/educational settings; medical history; involvement with external agencies such as Children's Services or CAMHS, etc. The Pupil Profile will be available to all staff and is in addition to the 'referral papers' sent by the SEN Department in LBTH with the request for consideration of a placement at the school. The SLT will, based upon the information in these reports, decide upon whether they feel the school can meet the prospective student's needs and therefore give consideration to an interview. The Student & Family Co-ordinator will make arrangements for any visits to the school; assist in the planning of a phased entry when the offer of a place is made and maintain contact with the family and other significant individuals/agencies concerned with the student and/or his family members. She will make regular home visits; attend a variety of meetings in the student's home authority particularly if he is Looked After or is a subject of any safeguarding/child protection concerns.

The Student & Family Co-ordinator works very closely with the Education & Care Teams in the school sharing information about the students and their families. This can be anything from the reason for absence from school; issues that have occurred over the week-end or holiday periods; medical/CAMHS/YOT/court appointments/medication changes, etc. She frequently attends staff/briefing meetings to share this information or will speak to staff directly or via e-mail.

She supports families when they are in crisis and need additional support as well as being an advocate for them and our students. As part of the school's process to support parents/carers, the Student & Family Co-ordinator will arrange informal Drop-in sessions in the home authorities to help address any concerns/offer advice and provide information. These sessions are also the opportunity for parents/carers to meet each other.