**Youth Challenge Primary**

**The Journey**

Intent

(See core function document)

Stage 2

**Placement agreed**

• Alert schools via telephone call to placement agreed

• School inform parents

• Email to school – Positive Handling, ECM, Learning Levels, handbook

• Contact parents to discuss placement- arrange a show round

• Show round – parent pack completed, uniform provided.

• Information received back from schools and processed

• Start date arranged

• Transport arranged if required.

• Risk assessment/PEEPs written if required.

• Behaviour targets written

• ECM targets written

Stage 3

**Admission**

See flow chart attached

Stage 1

Panel –

Decision to request a placement at YCP

Stage 4

**Outcome from review**

Plan for next steps, refer to other agencies

Request extension of placement – EH to panel

Plan return to school

**Impact**

**Implementation**