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# Woodview School

## Referral Process

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Woodview School  
Crockenhill Road  
Orpington  
Bromley  
BR5 4EP

**Email:** [woodviewschool@aspriscs.co.uk](mailto:woodviewschool@aspriscs.co.uk)

**September 2024**

# Woodview Referral Process

Parent/Local Authority	School
Local Authority to contact Woodview School referral e mail	Review paperwork Contact LA to be compliant with timescales.
Liaise effectively with agencies	Make contact with Parent/LA and host school
Agencies will facilitate meetings and or visit	School will invite parent/young person to visit Woodview School will visit young person in current setting
Current setting to send a familiar adult LA/Parents to support transition days	Transition days arranged for young person
	Team meeting to discuss possible placement.
LA will issue placement or advise parents that a place cannot be offered.	Offer of placement sent to relevant LA
Ensure all relevant documentation is completed to commence placement	Transition Arranged for start of placement. All relevant paperwork completed to start placements.