



Woodland Pathways

Admissions & Referrals Policy

Date created or revised: 0925

Date of next review: 0926



1. Policy Statement

Woodland Pathways is committed to a fair, transparent and equitable admissions and referral process for all young people. Our process ensures that placements are appropriate, meet the individual needs of young people, and support their SEMH, wellbeing, and educational development through outdoor learning.

2. Scope of the Policy

This policy applies to:

- Young people referred to Woodland Pathways
- Staff involved in admissions, placement planning, and referrals
- Commissioning bodies, including schools and Norfolk Local Authority

3. Admissions Principles

Woodland Pathways aims to:

- Ensure placements are suitable for the young person's age, needs, and SEMH requirements
- Promote inclusion and equity in access
- Collaborate with schools, families, and relevant professionals
- Provide clear information on the service and expectations

4. Referral Process

Referral Submission

- Schools, Norfolk LA, or families submit a referral form with relevant background and educational information
- Review by Admissions Team
- Review the young person's needs, risks, and suitability
- Consider prior SEMH assessments and placement history



Initial Meeting

- Meeting with the young person, family/carers, and relevant professionals
- Discuss expectations, goals, and support plans

Pre-Placement Checklist

- Complete risk assessments, health and safety checks, and safeguarding considerations
- Ensure all consent forms and documentation are in place

5. Eligibility Criteria

Placements are primarily for:

- Young people at KS3, KS4, KS5
- Young people with SEMH needs or barriers to engagement
- Young people referred by schools or local authorities
- Priority is given to those whose needs can be met safely and effectively through the Woodland Pathways provision.

6. Placement Planning

For accepted placements:

- An individual learning and support plan is developed
- SEMH, wellbeing, and educational goals are agreed
- Outdoor learning opportunities are incorporated, incorporating desired outcomes.
- Staff are assigned, and relevant training or adjustments are noted

7. Review and Monitoring

- All placements are regularly reviewed:
- Progress and wellbeing are monitored
- Communication with schools, families, and commissioners is maintained
- Adjustments are made to support ongoing engagement



8. Appeals and Complaints

If a referral is declined:

- Clear reasons are communicated
- Referrers may request a review of the decision
- This process aligns with the Woodland Pathways Complaints Policy.

9. Data Protection

All referral and admission data are stored securely in line with GDPR and Data Protection Policy requirements.

10. Review of Policy

This policy is reviewed:

- Annually
- Following changes in guidance or commissioning requirements

Policy Ownership

Policy Owner: Woodland Pathways

Review Cycle: Annual

Next Review Date: 0926

Woodland Pathways

Company Number: 17132521

 office@woodlandpathways.uk