

The table below outlines the procedure followed to enable successful transition to The Willow Centre. The transition process is personalised for each child. The below outlines the minimum contact made with school.

	Actioned by Willow Centre Staff	Documents
1	Willow Centre to make initial contact with head teacher	Process Overview pdf Initial Information Request Form (to be completed and returned)
2	Meeting with parent and school	
3	Observation of child and discussion of needs with known adult in school	Handover Form filled in with known adult
4	Observe and meet child at school*	
5	Child and Parent visit The Willow Centre	Parents receive Welcome Pack Parental Consent form signed
6	Final details confirmed Transition activities emailed to school	Transition Activity Link to video of The Willow Centre
7	Child joins The Willow Centre	

*Additional observational visits to schools may be made where necessary