



Due Diligence and Student Induction Checklist

Student Name:
 Referral Completed: Y/N
 Referral Date:

School/LA:
 EHCP: Y/N
 Start Date:

Protocols and Procedures to Follow	Who	Date Completed	Comments
1.a Referral Form Submitted with all information			
2a. Contact LA to see if there is a RAMP for student 2b. Offer Provisionally Accepted and SLA sent			
3. Student Case Lead Assigned			
4. Parental Visit			
5. (If applicable) Risk assessment in place for first initial student visit, with corridor and classroom controls in place with approval of SLT			
6. Timeframe and Transition Plan (Home/Centre/Hybrid/Wellbeing/Education)			
7. Feedback loop agreed - daily/weekly/monthly/half-termly/review			
8. Family Around Child created with draft version of Team Around Child			
9. PLP Plan drafted with EHCP and adjustments required			
10. SLT to approve PLP			
11. PLP sent to parents/school to approve			
12. Timetable Approved			
13. Team Around Child meet to discuss PLP			
14. Baseline via Century and Progress Indicators Drafted on PLP for objectives and curriculum diet			



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15. Learn Trek registration and Case Lead/SENCO adds SEND information and alerts on Learn Trek			
16. EHCP objectives and targets mapped on Learn Trek, PLP and all documents uploaded under Files			
17. TAC Timetable approved			
18. PLP sent to TAC and risk assessments (for corridors as well) signed once seen by each TAC			
19. Morning briefing before first session			
20. End of first day review			
21. Feedback loop starts			
22. End of week review - shared by Case Lead			
22. Induction review after 14 days			
23. Amendments or confirmation of PLP			
24. Additional Documents			