

The Proposed Admissions Process for SEN Provision

PHASE 1 - PLACEMENT IDENTIFICATION & SELECTION

- 1
 - EHC Plan indicates home school meets needs
 - Parental preference is for that school
 - Home school named on EHC Plan
- 2
 - EHC Plan indicates mainstream school suitable
 - Parental preference is for a different school
 - If needs are complex identify single school to consult

PHASE 2 - CONSULTATION

- SENDAR Plan Coordinator consults local Senior EP / Specialist Ops Manager to identify school options
- Consultation letter assumes admission
- School must demonstrate there are no reasonable steps it could take to prevent incompatibility in order to satisfy statutory requirements
- Colleagues across the Council will support SENDAR Officers in reinforcing a general expectation that *placements in most cases will be made in mainstream*

PHASE 3 - PLACEMENT

- Consistent across each type or provision
- Transition Process agreed and implemented
- Placement made
- Cycle of 'Assess - Plan - Do - Review' commences
- Annual review cycle of Statement or EHC Plan commences

- 3
 - EHC Plan indicates Exhall Grange (EG) or resourced provision (RP) criteria met
 - Parent consulted on this option
 - At draft plan stage - enter WCC EG / RP admissions process

- Exhall Grange / Resourced provision Admission & Process - Procedural Guidance followed

- 4
 - EHC Plan indicates generic special school criteria met
 - Parent consulted on this option
 - At draft plan stage - enter WCC Special School admissions process

- Special School Admission & Process - Procedural Guidance followed

- 5
 - EHCP or AR indicates meeting criteria for Discovery Academy
 - Case considered by High Needs Funding Panel - either approved or recommended for alternative option
 - If approved parent consulted on this option
 - If agreed at draft stage - enter Discovery Academy on EHC Plan

- Discovery Academy - Admission criteria followed

- 6
 - Requests for placement in Non Maintained Special Schools & ISPs will be scrutinised by High Needs Funding Panel (HNFP)
 - These will only be made where there is very strong evidence that maintained provision is unable to meet needs
 - HNFP will clarify the scope and evidence required before any such placement is made
 - This will be in exceptional circumstances

- Places in independent special schools will be commissioned as necessary in line with local and national procurement frameworks