

Inclusion Placement & Admission Process

We know that finding the right school for your child can feel stressful and uncertain. We want to make our process as clear as possible.

We receive a high number of enquiries for a very small number of places. Because of this, we carefully consider every referral to make sure we can meet a young person's needs and offer the right support.

To be considered for a place with us:

- your child must have an **Education, Health and Care Plan (EHCP)**
- the **Local Authority (LA)** must consult with us directly and each has their own timeframes

We are **not able to accept direct applications** from parents or carers. Throughout the process, your **main point of contact will be your child's LA caseworker**. They will have the full picture of your child's plan and placement process.

How The Process Works

STEP 1: The LA looks at available options

In most cases, the local authority will first look at mainstream schools or other schools within its local offer. This means we may not be contacted straight away.

STEP 2: The LA consults with us

If the local authority would like to explore a place with us, they will send us a consultation. We will review the information carefully, including:

- the EHCP
- recent annual reviews
- a risk assessment

STEP 3: If we can't meet need

We will let the LA know with our reasons.

If we can meet need

We will invite you for a visit

STEP 4: Offer sent via the LA

If we believe our school is the right fit and we have a place available, we will inform the LA. The LA will then usually take this to its funding panel before a placement can be agreed by the SEN team.

STEP 6: If a place is agreed

We will work closely with you to support a careful transition.

This may include:

- home visits
- additional visits to school
- transition planning with your child and family

Our aim is to help your child feel safe, understood and prepared for the move.

STEP 5: The LA makes the final decision

Not with Inclusion. They consider a range of factors, including:

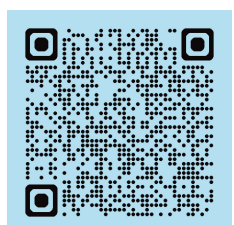
- whether we can meet your child's needs
- whether another school could also meet need
- transport arrangements & costs

Additional Support & Information

School



College



Welcome to
inclusion
Part of