

**Statement**

Pupils, who have an Education Health and Care Plan have a right to a placement in a school which can meet their identified and individual needs. The school recognises that starting a new placement can be stressful and looks to minimise this anxiety by helping newcomers to settle into school life in a positive way.

**Aims**

- To ensure the school has the necessary resources to meet the needs of all pupils admitted.
- To ensure that each pupil has the opportunity to progress and reach their full potential.
- To confirm the accuracy of the assessment information received from the referring local education authorities.
- To establish a positive working partnership with the parent/ carers and all external agencies involved with each pupil.
- To familiarise the pupil and parent/ carers with the expectations and procedures of the school.
- To make the pupil and parent/ carers aware of the welfare and pastoral care systems within the school.
- To refer to the SEN Code of practice 2014

**Referral process**

- User authorities send relevant information for a pupil they wish to place at Chaigeley
- Information is passed by the referral team to the appropriate person/s for comment as to whether their needs can be met at Chaigeley
- Parent/carers are invited in the first instance to have a look around the school, a sharing of information regarding the pupil will take place, school expectations, systems and procedures will be discussed. If parent /carers wish to proceed then a home visit will be made to meet the pupil.
- Following a successful visit the pupil will be invited into school for a more formal interview and tour.
- LA is informed by parent/carer of their decision. A pupil will generally start on a Wednesday.

**Pupil Induction**

- As part of the pupil induction process a summary of the nature of the pupil's learning difficulties, assessment information and objectives from the EHC plan will be circulated to the relevant staff.

- A package of information and the necessary consent forms will be forwarded to the pupil and parents/carers on acceptance of a place.
- A form tutor and teaching assistant will be allocated to the pupil prior to their first day at school.
- Shortly after admission baseline assessments will be undertaken
- On the first few days of school the pupil will be seen by various staff, including Pupil Support staff to welcome the pupil into school
- The school will organise an interim review to evaluate how the pupil is settling into his new school.

<b>Committee</b>	<b>Date Amended</b>	<b>Review Date</b>
Source: SPD Committee	Date: February 2018	Review: February 2019