Applying for a school place for a child with an Education, Health and Care Plan (EHC plan) or with a Statement of Special Educational Needs: arrangements for entry into school for children with Education, Health and Care plans: includes entry for the first time, primary/secondary transfer and in year admissions

From September 2016 parents of children with an Education, Health and Care plan (EHC plan) or a Statement of Special Educational Needs (Statement of SEN) in Cornwall no longer have to make an application through the general schools admissions system. If your child has an EHC plan or statement of SEN you are not required to make an application through the online admissions scheme.

School admissions for children with an EHC plan or statement of SEN will be handled by the SEN Assessment and Provision Team, outside of the normal admissions process. Any application for these children will be processed in accordance with the SEN Code of Practice and associated regulations.

All requests for in year admissions during the year 2016/17 and all requests for entry into school for the first time or primary/secondary for the year 2017/18 will be handled by the SEN Assessment and Provision Team. Parents will be able to discuss the educational options with a member of the SEN Team to enable them to make an informed decision regarding their preferred school choices.

Where a request for an EHC needs assessment has been made or where a child is under assessment (but no decision has yet been made about issuing an EHCP plan) an application for a school place must be made through the normal schools admissions process.

The following flow charts show how the admissions process will be managed by the SEN Assessment and Provision Team and the timings of the process.

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**Entry into school for the first time for children with Education, Health and Care plans (EHC plans)**

1. **Annual Review held in Summer Term Year Y -2 or Autumn Term -1 (i.e. a year before entering school for the first time)**
   At this review information about the child’s needs and progress is collated and will be used to update the EHC plan if required.

2. **Autumn Term – Jan Year -1**
   - Any necessary amendments included in a draft EHC plan by SEN Team
   - SEN Team has discussion with families about options for the child’s schooling
   - Draft EHC plan is issued for parental response regarding any amendments to the draft EHC plan and their preference for infant/primary schools

3. **Autumn Term – Jan Year -1**
   Draft EHC plan adjusted as appropriate, parental preference of infant/primary placement clarified.
   Consultation with infant/primary placement.

4. **Final EHC plan issued naming infant/primary placement.**
   Target date 15 February of Year -1

5. **SEN Team confirms the placement with the Admissions Team**
Primary to Secondary Transitions for children with Education, Health and Care plans (EHC plans) or Statements of Special Educational Needs

Summer Term Year 5 Annual Review
At this review information about the child’s needs and progress is collated and will be used to transfer the statement to an EHC plan if required.

Autumn Term – Jan Year 6
• EHC plan is drafted by SEN Team
• SEN Team has discussion with families about options for the child
• Draft EHC plan is issued for parental response regarding any amendments to the draft EHC plan and their preference for secondary schools

Autumn Term – Jan Year 6
Draft EHC plan adjusted as appropriate, parental preference of secondary placement clarified.
Consultation with secondary placement.

Final EHC plan issued naming secondary placement.
Target date 15 February of Year 6

SEN Team confirms the placement with the Admissions Team