

Admissions Process For Students with an EHCP Social Worker Guide



Placement Moves

- Communicate with VS caseworker (ALA or PEPCo) as soon as you know that a CLA is moving
- Use in and out of county transfer form – send to Virtual School Administrator at virtualschool@worcschildrenfirst.org.uk
PRIOR TO THE PLACEMENT MOVE
- **New into care** – inform VS administrator Crystal Laurentus-George as soon as possible claurentus-george@worcschildrenfirst.org.uk
01905845054

School admissions

Use the document 'Information to be included in a 'good' school in year application for a CLA/PLAC'.

Stage 1 – information gathering by Virtual School (VS) for all students prior to placement move

- Research schools in area via their Local Offer taking into account students needs, students' voice and carers' voice
- Educational provision should mean full-time place
- Ofsted rating should be "Good" or "Outstanding"
- You need to be prepared to be clear and articulate about the reasons for the move of placement/change of school and why that educational provision is the best for the student.
- **Liaisons between SW and VS caseworker**

School admissions for CLA with an EHCP Stage 2a

Stage 2a – transfer of an EHCP and school application if changing Local Authority – SW, VS & SEND

- Inform the 'host' SEND team of the impending move including address they are moving to. The 'host' SEND team need to be informed without delay on the day they move and asked to transfer the EHCP to the new hosting authority. (VS will lead)
- Confirm that the new Local Authority's SEND team have received the EHCP documentation, within 5 working days of the documentation being sent. (VS)
- Agree with the SEND team the schools that will be consulted with, confirming consultations are appropriate (SW)
- Consultation feedback will be received by the SEND team within calendar 15 days of consultation being sent. (followed up by VS and SW)

School admissions for CLA with an EHCP

Stage 2b – Change of school placement within a Local Authority – SW, VS & SEND

- Social Worker/ School arrange an Annual Review (AR) or Interim Annual Review (IAR) depending on AR schedule
- Within AR/IAR stipulate why a request of school placement is required (Section I) along with reasons why you wish for student to attend a new educational provision
- Educational provision have 2 weeks to send AR/IAR paperwork to Local Authority SEND Team
- If the Local Authority's SEND team are in agreement of a placement change they will consult with relevant schools including the one(s) requested
- Consultation feedback will be received by the SEND team within calendar 15 days of consultation being sent.

Special School Process: Worcestershire

This is for students who are requesting a placement at a Special School but do not already attend one/ one is stipulated in Section I of the EHCP

- Complete stage 2a/b stating the preference for student to attend a Special School and which one
- SEND service will consult with the chosen SEN school and take the case to panel.
- This panel is made up of SEND and additional services who will made a decision on a case by case basis as to whether they approve the request for the student to attend the special school.
- When requesting a special school through a new EHCP request SEND will also consult with local mainstream schools as part of their process.

SEND Belonging Regulations

- 2 elements: 1) who maintains and updates the EHCP and 2) who funds provision.
- Who maintains and updated the EHCP: this is the authority that they live in; unless they are at a residential school in which case it is Worcestershire SEND that will maintain the EHCP. The maintaining authority are in charge of the EHCP and will be responsible for securing placement, consultation and a new request for an EHCP.
- If a student is CLA then their home authority's SEND (Worcestershire) will fund the provision and if another authority is looking at an Independent School then they will need to request that Worcestershire SEND will fund the school before they start. Worcestershire SEND have the right to refuse to fund an Independent School