

Admissions Process for children looked after without an EHCP Social Worker Guide



Placement Moves

- Communicate with VS caseworker (ALA or PEPCo) as soon as you know that a CLA is moving where it necessitates a school move
- 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 Social Worker (SW) 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 in the application form about the reasons for the move of placement/change of school and why that educational provision is the best for the student.
- **Liaise with VS caseworker**

School admissions cont.

Students without an EHCP

Stage 2 - Transition planning arrangements by (SW) supported by (VS)

- If residing within Worcestershire contact Worcestershire admissions regarding the move
- Consider what and who will aid transition and then include suggestions in the application
- Include information about what support, if any, the child/young person will come with and what support will they require in school

School admissions cont.

Students without an EHCP Stage 3

Stage 3 - Creating the application - SW and VS

- Match all information gathered with what the chosen school/s can specifically offer.
- It may transpire that only one, or two schools meet need. Rank order.
- State clearly why these schools meet the child/young person's needs to a greater extent than other schools. If only one school is deemed suitable detailed reasons will need to be given. (VS will lead the reasons for school selection section)
- SW to complete In Year Application form (**CA1** within Worcestershire) with VS caseworker
- The In Year Application form will be submitted to school admissions by SW, admissions will then submit to the school.

School admissions cont.

Students without an EHCP Stage 4

Stage 4 – Outcome of application – SW, VS and School admissions

- The relevant LA's admissions team should liaise with social care and VS about outcome (VS will support if needed)
- If the school offers a place, the social worker and carer will liaise with the school to plan transition arrangements and agree a start date (7 days)
- If school/s refuse a place, admissions will communicate this to the social worker; and if in Worcestershire, the VS. Outcome from a refusal to admit is either: school directed to admit through Worcestershire admissions or social worker looks for an alternative school/setting (decision between SW and VS)

Additional Information

- Fair Access Panel (FAP): Fair Access Protocols do not apply to CLA/PLAC, therefore a CLA/ PLAC student should not go to FAP. There is no legal barrier to CLA/PLAC being admitted to a school even if the school is full or already has 30 pupils in a class
- Local Offer: Provides information about what provision is available across education, health and social care for children within the area. All Local Authorities are required by law to have one.