

Parents and Carers

Expressing a preference for a place at a Special School.

If you wish to express a preference for your child to attend a Special school, your child should usually have a statement of special educational needs, an Education, Health and Care Plan, or be going through the formal assessment process.

Depending upon the timing of your assessment process, you may be contacted by the County Council's Admissions Team to ask you to apply for a mainstream primary or secondary school place (if your child is due to start school or transfer to secondary education). Until it has been agreed that it is appropriate for your child to have an Education, Health and Care Plan you should also follow the process for mainstream admission (in case your referral is not approved) as this will guarantee your child a school place in Reception or Year 7 in the September. If your child later has an alternative school named in their Education, Health and Care Plan this will override any offer of a school place you have received from the Admissions Team.

If your child has a statement or EHCP, please discuss your preference at your child's Annual Review, or at an interim review, or Transformation meeting held at the school or setting.

You may also express your preference by contacting your Special Educational Needs and Disability (SEND) Casework Officer at Shire Hall.

Beverley Williams; Senior Casework Officer
Email: Beverley.williams@gloucestershire.gov.uk
Tel no: 01452 425311

If you are seeking a place at a point of transfer e.g. when your child is about to move from primary to secondary school, you will need to let your SEND casework officer know your preference.

All special schools have comprehensive websites, which you may wish to look at link

www.colnhouseschool.org
greenfielde-actacademy.org.uk
www.heartoftheforest.org.uk
www.paternosterschool.co.uk
www.thepeakacademy.org
info@peakacademy.org
www.shrubberies.gloucs.sch.uk
www.themilestoneschool.ik.org
contactus@theridgeacademy.org

Referrals for all special school places are made through the multi-agency SEND Placement Panel, which meets every week throughout the school year. A special school Head Teacher representative attends every Panel. The Panel looks at the needs of the child or young person to consider whether the placement being requested is appropriate. If the Panel agrees you will be informed of this, and then if the Panel does not agree with your request for a special school place, you will have the right of appeal to the independent Special Educational Needs and Disability Tribunal (SENDIST).

HM Courts & Tribunals Service
Special Educational Needs & Disability Tribunal
1st Floor, Darlington Magistrates' Court
Parkgate, Darlington
DL1 1RU

Telephone: **01325 289350**

Our email address (sendistqueries@hmcts.gsi.gov.uk) and fax number (**0870 739 4017**)

<http://www.glofamiliesdirectory.org.uk/kb5/gloucs/glofamilies/localoffer.page>

If you have any queries about this process, then please feel free to contact the SEND Casework Team: Beverley Williams; Senior Casework Officer
Email: Beverley.williams@gloucestershire.gov.uk
Tel no: 01452 425311