

School Admissions Applications - Guidance for Settings

To support parents of children with SEND:

Check all children's DOB and make a list of which children will be starting school the next year.

Speak to parents about school options early in the autumn term prior to the child starting school the following September. This will give them time to visit different schools and help them with their decision making.

Provide copies of the admissions letter to parents of children who will be starting school the following year. Ask parents to sign to say they have received their letter.

Provide information about local schools and catchment areas.

Assist parents to find out which is their catchment area school; this will be by contacting primary school admissions or looking online on Derby City Council's website.

Signpost Parents to the Ofsted website or contacts for a school if they wish to find out more information and want to arrange a school visit.

The following documents and services may be helpful for parents to come to a decision about the right school for their child. (information is located on the Portal in 'Useful information from the Local Authority' and in the 'Transition' section)

- Which primary school, questions to ask school on a visit – this leaflet also gives information on the different types of school provision available.
- Special Educational Needs and Disability – a guide for parents and carers (published in August 2014 by the Department for Education). There is a full guide for parents available on line
- SEND Information Advice and Support Service- this service can support parents around school issues/queries and may accompany parents on school visits.

If you have the availability to do so - you may wish to accompany parents on school visits if they would like you to.

Parents will be able to fill in their school preference application form on line

<http://www.derby.gov.uk/education-and-learning/schools-and-colleges/primary-school-admissions/> ; there will also be a paper version if preferred.

Offer to help parents fill in the admissions form if necessary- do not fill it in on their behalf.

Parents will need to submit their school preference application before the deadline in the January of the year the child will start school. If parents wish to defer the child's school place, they **MUST** speak to school admissions for advice about this. If their procedures are not followed then parents will risk losing the school place at their chosen school for their child.

If a child is going through the Educational Health Care Plan (EHCP) process, parents will **still** need to submit **a mainstream school application** at this point; parent's preference for alternative school provision will be considered separately as part of the EHCP.

Put up posters or send out letters reminding parents of the closing date and the importance of completing the form on time. A late application means that it is considered last and the child could be given a school out of the family's local area.

Follow up with parents to check that they have completed and returned their form on time.