

Briefing note

New arrangement for entry into school for children with an Education, Health and Care Plan or a Statement of SEN



From September 2016 parents/carers 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 school admissions system.

All requests for a change of school during the school year ('in-year' admissions) and all requests for entry into school at the normal point of entry (starting in the reception year, transferring from infant to junior school or transferring from primary to secondary school) 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.

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 EHC Plan) an application for a school place must be made through the normal school admissions process (www.cornwall.gov.uk/admissions).

Parents/carers should be advised:

If your child has an Education, Health and Care Plan (EHC Plan) or Statement of Special Educational Needs (SEN), you **do not** need to complete an application form as a school place will be identified through a separate process. Please contact the SEN Assessment and Provision Team for more information:

Tel: 01872 324242 Email: specialeducation@cornwall.gov.uk

However, **if a request has been made for an EHC needs assessment** for your child, or your child is **currently being assessed** to decide whether an EHC Plan is necessary, you will need to make an application using the normal process.

The process for SEN admissions can be found in the Local Authority's Local Offer: www.supportincornwall.org.uk

For more information please contact:

Maggie Dalton, SEN Assessment and Provision Manager (for SEN admissions)
specialeducation@cornwall.gov.uk

Sarah Lewis, Pupil Placement Manager (for standard school admissions)
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Learning and Achievement

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