

Admissions process to Westfield School:

- Your child will have and Educational Health Care plan.

- A professional in your child's setting (either nursery or school) will be recommending a specialist provision, or you will be requesting a specialist provision.

- At an Annual Review of your child's EHCP, the SENCO, or you, will request change of setting. This will then trigger the consultation process at the Local Authority.

- You will need to visit Specialist Settings (Special schools or ARPs) in order for you to state your preference.

- Consultation: Your child's paperwork will be sent out to specialist settings. Paperwork will include the EHCP, and any additional reports e.g. Speech and Language therapy reports, Occupational Therapy reports, Educational Psychology reports, Annual review paperwork, short-term Assess-Plan-Do-review targets, etc.

- Consultation: Westfield will review all the paperwork and decide if we can meet your child's needs, ie. is your child's development and SEN within our entry criteria to access the curriculum, provision, and peer group at Westfield? We then give our answer to the Local Authority, which will be used during placement panel.

- Placement Panel: Placement Panel is a team of professionals made up of Senior iSEND staff, Special School Headteachers, mainstream SENCOs, ARP staff, EPs, therapists, social workers and EHCCOs. The professionals will review all paperwork for each child.

- Placement Panel: The first question considered is what level of provision is right to meet the child's needs, mainstream, ARP or Special school?

- Placement Panel: If it is agreed that a Specialist Setting is needed (ARP or Special School), the team of professionals then agree on which Specialist Setting would be the most appropriate for your child.