

Children and young people are admitted to Lincolnshire Special Schools when an Educational Health Care Plan (EHCP) is maintained, which names the special school. Before an EHCP is issued, the child or young person will have been formally assessed. After the multi-professional assessment, parents will receive a draft EHCP describing the child's / young person's special educational needs and the various elements of special educational provision required. Accompanying the draft will be a pack of written information including:

- Assessment reports
- Lists of mainstream schools in the area
- List of special schools
- Information on 'Expressing a preference'
- Information on the LEA's Transport policies for children and young people with special transport needs
- Information on the 'Parent Partnership Project'

Parents will consider the information and are asked to express a preference for a school. In most cases, the LA will comply with the parent's preference and that school will be named on the EHC. When considering a parent's preference, the LA will need to be sure that the school named by the parents can meet the pupil's special educational needs, and that the placement is consistent with the provision of suitable education to other children and young people already at the school. The LA also needs to be sure that the placement is compatible with the efficient use of available resources.

Before reaching its final decision on admission to a special school, the LA will consult with the Headteacher of the special school to ensure that all needs can be met. The Headteacher shall base their decision to recommend a placement on whether they feel the school can successfully meet the individual's needs without jeopardizing the needs of others already on roll. They will base this decision on three factors initial.

1. Paper work provided by "Additional Needs"
2. Initial assessment of pupil in school
3. Home assessment and possible home visit.

The Headteacher will make available for the scrutiny of the Chair of Governors all information relating to any proposed admission. After the decision has been made to admit a child or young person to the school it will make every effort to support the prospective pupil through the initial stages of the placement.