

SEND Admissions Policy
Admissions to special schools and
specialist designated provision
September 2023



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Introduction

At the Royal Borough of Greenwich, we aim to ensure that all children and young people with an Education, Health and Care Plan (EHC Plan) are in an education provision that can meet their needs. For a majority of children and young people with EHC Plans their needs will be met in mainstream schools. There are however a small number of children and young people that will require specialist provision.

In order to ensure equity of access and transparency the Royal Borough of Greenwich have developed this policy. This policy will set out how all requests for a specialist provision and admissions will be managed.

This policy will give you:

- An overview of the Special School Provision and Designated Special Provision in the Royal Borough of Greenwich.
- A description/designation for each provision/type of provision
- The admissions criteria and the admissions process.

It will also advise you of all the documentation that is required and how to make an application. Dates for Admissions Panels will be widely circulated and available on the Local Offer every July for the proceeding academic year.

Please contact the SEND Assessment and Review Service if you have any queries:

SEND Assessment and Review

Service 1st Floor

The Woolwich Centre

35 Wellington Street

SE18 6HQ

Tel: 020 8921 8029

Email: Special-Needs@royalgreenwich.gov.uk

Section A - Special Schools

I. Charlton Park Academy

Contact Details

Telephone: 020 8249 6844

Email: senco@charltonparkacademy.co.uk

Description/Designation

This school is a special school providing 220 places for pupils 11 - 19-year olds with autistic spectrum disorder, complex and severe learning difficulties and physical difficulties.

Admissions Criteria

To apply for a place at Charlton Park Academy an applicant must have an Education, Health and Care Plan.

The pupil must have significant, severe and complex needs but does not need a formal diagnosis. These are such that several different agencies are involved in supporting the pupil and their family which would require a significant lead professional role to manage and integrate all the different sources of support:

- Severe Learning Difficulty (SLD)
- A severe autistic spectrum disorder in the context of a learning difficulty as described above
- Profound and Multiple Learning Difficulty (PMLD)

Other documentation required

- Most recent Annual Review
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend Charlton Park Academy during the EHC needs assessment or annual review processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for secondary transfer pupils will be considered by the Admissions Panel in the Autumn Term.

2. King's Oak School

Contact Details

Telephone: 020 8850 8081

Email: aimeewright@imperium.greenwich.sch.uk

Description/Designation

This school is a special school providing 40 places for pupils 11 - 16-year olds with social, emotional and mental health difficulties and associated learning needs (SEMH).

Admissions Criteria

To apply for a place at King's Oak an applicant must have an Education, Health and Care Plan. All pupils will have prior experience of difficulties in school. We therefore take into consideration the academic, physical, emotional and social needs of all our pupils and aim to redress pupils prior difficulties through a positive, structured and consistent approach in a safe, caring and learning focused environment, which helps pupils to overcome their difficulties, so they may achieve their best and obtain positive outcomes throughout school and into adulthood.

Other documentation required

- Most recent Annual Review
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend King's Oak school during the EHC needs assessment or annual review processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for secondary transfer Pupils will be considered by the Admissions Panel in the Autumn Term.

3. Waterside School

Contact Details

Telephone: 020 8317 7659

Email: taiwooworu@imperium.greenwich.sch.uk

Description/Designation

This school is a special school providing 32 places for pupils 5 - 11-year olds with social, emotional and mental health difficulties and associated learning needs (SEMH).

Admissions Criteria

To apply for a place at Waterside School an applicant must have an Education, Health and Care Plan. All pupils will have prior experience of difficulties in school. We therefore take into consideration the academic, physical, emotional and social needs of all our pupils and aim to redress pupils prior difficulties through a positive, structured and consistent approach in a safe, caring and learning focused environment, which helps pupils to overcome their difficulties, so they may achieve their best and obtain positive outcomes throughout school.

Other documentation required

- Most recent Annual Review
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend Waterside School during the EHC needs assessment or annual review processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for primary transfer pupils will be considered by the Admissions Panel in the Spring Term.

4. Willow Dene Primary School

Contact Details

Telephone: 020 8854 9841

Email: wdcontact@willowdene.compassps.uk

Description/Designation

This school is a special school providing 194 places for pupils 3 - 11-year olds with autistic spectrum disorder, complex and severe learning difficulties and physical difficulties.

Admissions Criteria

To apply for a place at Willow Dene Primary School an applicant must have an Education, Health and Care Plan.

The pupil must have significant, severe and complex needs but does not need a formal diagnosis. These are such that several different agencies are involved in supporting the pupil and their family which would require a significant lead professional role to manage and integrate all the different sources of support:

- Severe Learning Difficulty (SLD)
- A severe autistic spectrum disorder in the context of a learning difficulty as described above
- Profound and Multiple Learning Difficulty (PMLD)

Other documentation required

- Most recent Annual Review
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend Willow Dene Primary School during the EHC needs assessment or annual review processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for primary transfer pupils will be considered by the Admissions Panel in the Spring Term.

5. Willow Dene Secondary School

Contact Details

Telephone: 020 8854 9841

Email: wdcontact@willowdene.compassps.uk

Description/Designation

This school is a special school providing 54 places for pupils 11 – 19 year olds with autistic spectrum disorder, complex and severe learning difficulties and physical difficulties.

Admissions Criteria

To apply for a place at Willow Dene Primary School an applicant must have an Education, Health and Care Plan. The pupil must have significant, severe and complex needs but does not need a formal diagnosis. These are such that several different agencies are involved in supporting the pupil and their family which would require a significant lead professional role to manage and integrate all the different sources of support:

- Severe Learning Difficulty (SLD)
- A severe autistic spectrum disorder in the context of a learning difficulty as described above
- Profound and Multiple Learning Difficulty (PMLD)

Other documentation required

- Most recent Annual Review
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend Willow Dene Secondary School during the EHC needs assessment or annual review processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for secondary transfer pupils will be considered by the Admissions Panel in the Autumn Term.

Section B – Primary Designated Special Provision

I. ASD Provision

A. Alderwood School

Contact Details

Telephone: 020 850 6841

Email: awcontact@alderwood.compassps.uk

B. Boxgrove School

Contact Details

Telephone: 020 8310 1912

Email: sao@boxgrove.greenwich.sch.uk

C. Discovery School

Contact Details

Telephone: 020 8855 2470

Email: information@discovery.greenwich.sch.uk

D. Foxfield School

Contact Details

Telephone: 020 3260 7500

Email: admin@foxfield.greenwich.sch.uk

E. Millennium School

Contact Details

Telephone: 020 8858 0394

Email: info@millennium-maritime.org

Description/Designation

Primary ASD DSPs are based in mainstream schools and provide places for pupils 4 – 11 years old who have a diagnosis of ASD. The ASD DSP units are designed to meet the needs of children that are able to function in a mainstream setting, but that will benefit from the support of a small unit with specialist input during part of the school day.

Admissions Criteria

Consideration is given equally to pupils with an Education, Health and Care Plan and pupils at SEND Support.

Children who attend DSP units should be able to work towards spending at least 50% of their time alongside peers in the mainstream provision and as such be able to access a differentiated mainstream curriculum. Staffing ratio's within the DSP, reflect that children can manage within the DSP in a small group/pair for some of the time.

Other documentation required

- Evidence of an ASD diagnosis
- Most recent Annual Review/Evidence of PLP's demonstrating specialist ASD interventions
- Most recent ASD Outreach report (less than 6 months)
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend an ASD DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for primary transfer pupils will be considered by the Admissions Panel in the Spring Term.

When identifying a DSP for a child whose application has met the admissions criteria the Admissions Panel will consider:

- Current year group vacancies
- Parental preference
- Distance from home address to DSP.

2. ASD and Mental Health and/or Challenging Behaviour

The Nook at Waterside School

Contact Details

Telephone: 020 8317 7659

Email: nealcollard@imperium.greenwich.sch.uk

Description/Designation

Primary ASD DSP based in a separate unit in Waterside School providing 6 places for Pupils in school years 5 & 6 who have a diagnosis of ASD in the context of mental health which may lead to challenging behaviour.

The provision is designed to meet the needs of children with complex mental health needs who have not managed/will not manage within a busy mainstream school setting.

Admissions Criteria

Consideration is given to pupils with an Education, Health and Care Plan and pupils at SEND Support. The school has a broad curriculum, including the national curriculum.

Other documentation required

- Evidence of an ASD diagnosis
- Most recent Annual Review/Evidence of PLP's demonstrating specialist ASD interventions
- Most recent ASD Outreach report (less than 6 months)
- Evidence of recent on-going input from CAMHS.
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend an ASD DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).

3. Language Impairment Provision

Greenacres Language Impairment Unit at Greenacres School

Contact Details

Telephone: 020 8857 4965

Email: office@gpsmat.org

Description/Designation

The Language Impairment provision is based in Greenacres mainstream school and provides 35 places for pupils 4 – 11 years old who have a diagnosis of a severe and specific speech and/ or language disorder where there is evidence of average non-verbal skills and appropriate social communication skills.

Admissions Criteria

Consideration is given to pupils with an Education, Health and Care Plan and pupils at SEN Support. The following criteria will be applied:

- It needs to be evident that different language-based interventions have been put in place but the child is still experiencing significant difficulties.
- Evidence of on-going input and assessment from the Speech and Language Therapist which suggests that more intensive specialist Speech and Language Therapy input is needed.
- There needs to be evidence that the child is likely to benefit from intensive support from specialist teachers and Speech and Language Therapists.

Other documentation required

- Most recent Annual Review/Evidence of PLP's demonstrating specialist ASD interventions
- Most recent Speech and Language Therapist (SaLT) report including formal assessments.
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend the Language Impairment DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for primary transfer pupils will be considered by the Admissions Panel in the Spring Term.

4. Hearing Impairment Provision

A. James Wolfe Centre for the Deaf at James Wolfe

Contact Details

Telephone: 020 8858 2472

Email: admin@jameswolfe.greenwich.sch.uk

B. Meridian Designated Specialist Deaf provision at Meridian

Contact Details

Telephone: 020 8858 3572

Email: sao@meridian.greenwich.sch.uk

Description/Designation

Primary Hearing Impairment DSPs are based in mainstream schools and provide places for pupils 3 – 11 years old who have a diagnosis of moderate to profound hearing loss.

The Hearing Impairment Units are led by a teacher of the Deaf and specialist team that can provide daily audiological support, small group, individual 1:1 teaching as well as specialist speech and language support.

James Wolfe Centre for the Deaf provides for children needing a total communication approach, including BSL sign as a communication system.

Meridian DSP provides for children needing an oral/aural approach to communication, with speech being the main method of communication, supported by sign as needed.

Admissions Criteria

- Diagnosed with moderate to profound hearing loss
- Has been assessed and has a Profile of Need which outlines that the pupil needs regular input from a Teacher of the Deaf and specialist team.
- Has speech, language and communication needs that affects education, evidenced in a recent report

Other documentation required

- Most recent audiology report
- Most recent Annual Review/Evidence of PLP's demonstrating specialist interventions
- Most recent Sensory Service reports report including formal assessments.
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT) Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend a Hearing Impairment DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for primary transfer pupils will be considered by the Admissions Panel in the Spring Term.

Section C – Secondary Designated Special Provision

I. ASD Provision

A. The Halley Academy

Contact Details

Telephone: 020 8856 2828

Email: admin@thehalleyacademy.org.uk

B. The John Roan School

Contact Details

Telephone: 020 8516 7555

Email: info@thejohnroanschool.org.uk

C. Thomas Tallis School

Contact Details

Telephone: 020 8856 0115

Email: admissions@thomastallis.org.uk

D. Woolwich Polytechnic Boys School (Boys only)

Contact Details

Telephone: 020 8310 7000

Email: enquiries@woolwichpoly.co.uk

Description/Designation

Secondary ASD DSPs are based in mainstream schools and provide places for pupils 11 – 16 years old who have a diagnosis of ASD.

The ASD DSP units are designed to meet the needs of children that are able to function in a mainstream setting, but that will benefit from the support of a small unit with specialist input during part of the school day.

Woolwich Polytechnic Boys School DSP caters specifically for boys with an ASD diagnosis alongside moderate learning difficulties (MLD). Pupils will require a highly differentiated curriculum to support their learning.

Admissions Criteria

Consideration is given to pupils with an Education, Health and Care Plan and pupils at SEND Support.

Ideally children who attend DSP units should be able to work towards spending at least 50% of their time alongside peers in the mainstream provision and as such be able to access a differentiated mainstream curriculum. Staffing ratio's within the DSP, reflect that children can manage within the DSP in a small group/pair for some of the time.

Other documentation required

- Evidence of an ASD diagnosis
- Evidence of a moderate learning difficulty (Woolwich Polytechnic Boys School DSP only)
- Most recent Annual Review/Evidence of PLP's demonstrating specialist ASD interventions
- Most recent ASD Outreach report (less than 6 months)
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend an ASD DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for secondary transfer pupils will be considered by the Admissions Panel in the Autumn Term.

When identifying a DSP for a child whose application has met the admissions criteria the Admissions Panel will consider:

- Current year group vacancies
- Parental preference
- Distance from home address to DSP

2. ASD and Mental Health and/or Challenging Behaviour

King's Park Campus at Newhaven School

Contact Details

Telephone: 020 8465 6290

Email: info@newhaven.greenwich.sch.uk

Description/Designation

King's Park is a Secondary ASD DSP based on a single specialist site providing 55 places for Pupils 11 – 19 yearsold who have a co-diagnosis of ASD and significant and persistent mental health difficulties.

The provision is designed to meet the needs of children whose anxiety and/or low mood, together with sensory sensitivities, high need for predictability and routine, social interaction difficulties and difficulties forming relationships, mean they are unable to successfully accessing mainstream provision. The provision is able to support young people who have presented previously with challenging behaviour, where anxiety is the driving factor.

Admissions Criteria

Consideration is given to pupils with an Education, Health and Care Plan and pupils at SEN Support.

The school's academic curriculum provides opportunities to gain GCSEs at KS4. At KS5 students have further opportunities to improve qualifications where necessary in order to support transition to further education. Students at KS4 and KS5 are actively encouraged to attend a college placement day once a week supported by staff.

The school's Social Communication and Emotional Regulation curriculum includes enrichment opportunities, social skills lessons and an RHSE curriculum.

Staffing ratios within the school, reflect that children can manage within the small group settings of seven students for the vast majority of the time without additional support.

Other documentation required

- Evidence of an ASD diagnosis
- Most recent Annual Review/Evidence of PLP's demonstrating specialist ASD interventions
- Most recent ASD Outreach report (less than 6 months)
- Evidence of recent on-going input over time from CAMHS and a specific mental health diagnosis.
- Evidence of child voice around attendance at a specialist setting particularly at Post 16
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend an ASD DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by a termly Admissions Panel.
- Places for secondary transfer pupils will be considered by the Admissions Panel in the Autumn Term.

3. Moderate Learning Difficulties Provision

A. Plumstead Manor School (Girls

only) Contact Details

Telephone: 020 3260 3333

Email: info@plumsteadmanor.com

B. Stationers Crown Woods

Academy Contact Details

Telephone: 020 8850 7678

Email: admissions@scwa.org.uk

Description/Designation

Secondary MLD DSPs are based in mainstream schools and provide places for pupils 11 – 16 years old who have a moderate learning difficulty.

The DSPs adopt a holistic approach to academic, social and personal development striving to ensure pupils are fully involved in every aspect of school life.

Admissions Criteria

To apply for a place at an MLD DSP an applicant must have an Education, Health and Care Plan.

Ideally children who attend DSP units should be able to work towards spending time alongside peers in the mainstream provision and as such be able to access a differentiated mainstream curriculum. Pupils are supported both in the mainstream school and in highly personalised and differentiated experiences in the DSP, tailored to their specific individual abilities.

Other documentation required

- Evidence of a moderate learning difficulty
- Most recent Annual Review
- Other recent professional advice where appropriate (less than 12 months) - e.g.: Educational Psychologist (EP), Speech and Language Therapist (SaLT), Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend an MLD DSP during the EHC needs assessment or annual review processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
- Places for secondary transfer pupils will be considered by the Admissions Panel in the Autumn Term.

When identifying a DSP for a child whose application has met the admissions criteria the Admissions Panel will consider:

- Current year group vacancies
- Parental preference
- Distance from home address to DSP

4. Hearing Impairment Provision

Thomas Tallis

School Contact

Detail

Telephone: 020 8856 0115

Email: admissions@thomastallis.org.uk

Description/Designation

The hearing impairment provision is based in Thomas Tallis and provides places for pupils 11 – 16 years old who have a significant hearing impairment.

Deaf Support Centre is led by a teacher of the deaf and specialist team providing daily audiological support, small group, individual 1:1 teaching as well as specialist speech and language support.

Admissions Criteria

Consideration is given to pupils with an Education, Health and Care Plan and pupils at SEND Support.

- Diagnosed with moderate to profound hearing loss
- Has been assessed and has a Profile of Need which outlines that the pupil needs regular input from a Teacher of the Deaf and specialist team.
- Has speech, language and communication needs that affects education, evidenced in a recent report

Other documentation required

- Most recent audiology report
- Most recent Annual Review/Evidence of PLP's demonstrating specialist interventions
- Most recent Sensory Service reports report including formal assessments.
Other recent professional advice where appropriate (less than 12 months) - e.g.:
Educational Psychologist (EP), Speech and Language Therapist (SaLT) Children and Adolescent Mental Health Service (CAMHS)

Admissions Process

You can express a preference for your child to attend the Hearing Impairment DSP during the EHC needs assessment, annual review processes or Team Around the Child processes. An application form will need to be completed.

- In year applications will be considered by an Admissions Panel (this may be virtual).
 - Places for secondary transfer pupils will be considered by the Admissions Panel in the Autumn Term.

Section D – 16+ Provision

Shooters Hill Sixth Form College

Contact Details

Telephone: 020 8319 9700

Email: admissions@shc.ac.uk

Description/Designation

Post -16 Academy with specialist entry level SEN Provision.

Any young person in Year groups 11, 12 and 13 can apply to Shooters Hill Sixth Form College for the following academic year. Shooters Hill includes students across the ability range, from those with severe levels of learning needs to those with the highest levels of attainment.

Admissions Criteria

For the Specialist Entry Level SEN provision at Shooters Hill, prior attainment of learning levels need to be mostly entry level to entry level 3 (i.e. pre-GCSE level).

Admissions Process

Individuals apply as all other students, directly via Open Events, the website or application form and will be invited to interview.

Individuals with EHC Plans should inform their home local authority that they are considering studying at Shooters Hill.

Section E - Panel Arrangements

Panel	Admissions Criteria	Panel membership
Charlton Park Academy	EHC Plan	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
King's Oak School	EHC Plan	SEND Assessment & Review Service Education Psychology Service SEND Social Care School Rep
Waterside School	EHC Plan	SEND Assessment & Review Service Education Psychology Service SEND Social Care School Rep
Willow Dene Primary School	EHC Plan	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
Willow Dene Secondary School	EHC Plan	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
Primary ASD DSP Alderwood School Boxgrove School Discovery School Foxfield School Millennium School	EHC Plan SEND Support	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
Primary ASD and Mental Health and/or Challenging Behaviour The Nook at Waterside School	EHC Plan SEND Support	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
Primary Language Impairment Greenacres School	EHC Plan SEND Support	SEND Assessment & Review Service Education Psychology Service Speech and Language Therapy Service School Rep

Primary & Secondary Sensory James Wolfe School HI Meridian School HI Thomas Tallis School HI Thomas Tallis School HI	EHC Plan SEND Support	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service (Sensory) School Rep
Secondary ASD DSP Halley Academy The John Roan School Thomas Tallis School Woolwich Polytechnic School	EHC Plan SEND Support	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
Secondary ASD and Mental Health and/or Challenging Behaviour King's Park Campus at Newhaven School	EHC Plan SEND Support	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep
Secondary MLD DSP Plumstead Manor School Stationers Crown Woods Academy	EHC Plan	SEND Assessment & Review Service Education Psychology Service SEND Outreach Service School Rep

Guidance

- To make an application go to the local offer www.royalgreenwich.gov.uk/localoffer
- Alternatively please contact the SEND Assessment & Review Service.
- Schools must ensure all completed applications forms and relevant paperwork is received by the SEND Assessment and Review Service at least 10 working days prior to the panel meeting date.
- Depending on the outcome of panel it will be the school's responsibility to resubmit any requests they wish to be considered at subsequent panels.
- The SEND Assessment and Review Service will circulate the agenda 5 working days in advance of the panel meeting.
- Panel members will receive panel papers 5 working days in advance of the panel meeting.
- Parents and schools will be advised in writing of the outcome of the panel within 10 working days.

SEND Admissions Panels - Autumn Term 2023

<i>Provision</i>	<i>Panel Date & Time</i>	<i>School Submission Date For Application Form and Supporting Documentation</i>	<i>Circulation Date of Applications to Panel Members</i>
Secondary Transition			
Sensory	Thursday 12 October @ 08:30	Thursday 28 September	Thursday 5 October
CPA	Thursday 12 October @ 09:30	Thursday 28 September	Thursday 5 October
Willow Dene	Thursday 12 October @ 11:45	Thursday 28 September	Thursday 5 October
Kings Oak	Thursday 12 October @ 14:00	Thursday 28 September	Thursday 5 October
MLD DSP	Thursday 19 October @ 09:00	Thursday 5 October	Thursday 12 October
ASD DSP	Thursday 19 October @ 11:00	Thursday 5 October	Thursday 12 October
Kings Park	Thursday 19 October @ 14:00	Thursday 5 October	Thursday 12 October
Primary			
ASD DSP	Monday 20 November @ 10:00	Monday 6 November	Monday 13 November
Waterside	Monday 20 November @ 13:00	Monday 6 November	Monday 13 November
The Nook	Monday 20 November @ 14:00	Monday 6 November	Monday 13 November

SEND Admissions Panel - Spring Term 2024

<i>Provision</i>	<i>Panel Date & Time</i>	<i>School Submission Date For Application Form and Supporting Documentation</i>	<i>Circulation Date of Applications to Panel Members</i>
Primary Transition			
Greenacres	Thursday 25 January @ 09:00	Thursday 11 January	Thursday 18 January
Sensory	Thursday 25 January @ 10:00	Thursday 11 January	Thursday 18 January
Willow Dene	Thursday 25 January @ 11:00	Thursday 11 January	Thursday 18 January

SEND Admissions Panel - Summer Term 2024

<i>Provision</i>	<i>Panel Date & Time</i>	<i>School Submission Date For Application Form and Supporting Documentation</i>	<i>Circulation Date of Applications to Panel Members</i>
Primary			
Greenacres	Thursday 20 June @ 09:00	Thursday 6 June	Thursday 13 June
ASD DSP	Thursday 20 June @ 10:00	Thursday 6 June	Thursday 13 June
Waterside	Thursday 20 June @ 13:00	Thursday 6 June	Thursday 13 June
The Nook	Thursday 20 June @ 14:00	Thursday 6 June	Thursday 13 June
Secondary			
ASD DSP	Thursday 27 June @ 10:00	Thursday 13 June	Thursday 20 June
MLD DSP	Thursday 27 June @ 11:30	Thursday 13 June	Thursday 20 June