

## Admissions to Forest Moor School - Steps to successful transition

Forest Moor Requirement	Purpose	Weeks	LA/Statutory requirement	What needs to be done
			School or parent seeking place – no EHCP	School or parent need to submit request for statutory assessment
			<b>1. Request for statutory assessment – assessment place</b>	If statutory assessment is agreed Tues am panel could consider an assessment place – consider time in EMS ‘in-reach’, length of part-time provision – ‘Dual placement’
			<b>2. Assessment started - proposed EHCP drafted – school considered possible</b>	LA consult with parents and informally with school
			<b>3. Proposed EHCP – parent preferences the school</b>	LA consult with school and information shared
			<b>4. Existing statement /EHCP – placement breakdown</b>	LA consult with parents and school and information shared
<b>1. Home visit (Communication Bridge)</b>	Senior leadership meet with parent and child at home. Explore pupil’s goals, ambitions and also barriers that led to consideration of Forest Moor Describe the vision and dispel the myths Develop this as a positive choice, not a done deal or last chance			
<b>2. Visit to school (Communication Bridge)</b>	Opportunity to view the school, consider the journey, meet staff again, explain the transition days			
<b>3. Visit to pupil in current setting (Communication Bridge) (Personal/Social Bridge)</b>	See pupil in context – develop ‘ <b>Personal and social bridge</b> ’ action plan with pupil Gather information from current setting Begin informal assessments		<b>School responds to consultation around meeting need</b>	Within 15 days
<b>4. Transition days (Personal/Social Bridge Curriculum, Management of Learning Bridges)</b>	Experience the school Prepare own book for friends and family Gather key information – medical, diet Pass on key information – uniform etc Begin informal assessments	2 days over 2 weeks		
<b>5. Start date</b>	Following week		<b>Pupil placed on school roll</b>	
<b>6. Extended transition (Curriculum, Management of Learning and Pedagogy bridges)</b>	Opportunity for parents to be involved in first week e.g. lunchtime Parent meeting in school within first 2 weeks Parent meeting at home with pupil within first 4 weeks Review meeting at school within first 8 weeks	Week 1 1-2 weeks 6-8 weeks 6-8 weeks	<b>PEP review</b> <b>Planning meeting for assessment place OR</b> <b>Interim review / Annual review</b>	School liaise with social worker Gather relevant assessments