

Application process for a part time (morning) place at the Speech and Language ERP from September 2017
Applications can be made for entry in September or entry after the Easter break by 26th June 2017.

- Ongoing Speech and language involvement/ongoing need for Speech and language intervention
- The Speech and Language Therapist may request a second opinion from another Speech & Language Therapist.
- Educational Psychology involvement to clarify primary area of need.
- Discussions with school about additional provision or alternative placement

If SALT, EP and School believe that the needs match the admission criteria of the ERP

- Discuss options with parents
- Parents to be asked if they would like to visit the ERP

If parents agree that needs would be well met at the ERP and would like the school to make an application

- A MSP should be written / up dated
- School to collate paperwork (see checklist)
- Home school SaLT and EP to write letter/memo outlining needs
- Parent / Pupil view to be documented (within MSP)

Application to go to SENAP

"In exceptional circumstances e.g. a pupil arriving from OOA then SENAP would consider an application for an assessment place outside April/September"

Two extraordinary SENAP meetings per year will discuss/review applications
 Dates will be published
 Attendance will include SALT from ERP

All evidence to be available (electronically) and in advance of the meeting.
 For each pupil, SENAP to have access to: the paperwork collated by the Home School (see checklist); the view of the Home School SaLT and EP; parent and pupil view

If SENAP agree from the paperwork that an application appears appropriate

A Teacher from the ERP will visit the pupil/teacher in the home school. All applications to be considered at a placement meeting arranged by Haxby Rd school and attended by Teacher i/c SENDCO/SALT and EP for ERP.

Haxby Road School to inform SENAP of places to be offered and reasons behind the decisions

If the application is agreed by Haxby Rd ERP;

Parents and Home School, SaLT and EP to be informed by SENAP .

Child begins placement. Progress is monitored, and reviewed.

If SENAP do not agree from the paperwork that an application appears appropriate

SENAP to provide reasons to school, SaLT and EP and parent. School can submit a reapplication in the future with additional information.

If the ERP is full OR SENAP feel the application is inappropriate then the Home School to be offered outreach by the ERP

If Haxby Rd ERP do not feel they can meet pupil's needs and SENAP support this view then Home School, SaLT, EP and parents to be informed of reasons behind the decision by SENAP

i.e. -Not meeting pupils needs.
 -Incompatible with other pupils' needs at present

Support arrangements continue under MSP arrangements

If an application is not agreed by Haxby Rd ERP and SENAP do not support the decision, Haxby Road School and SENAP to consult and agree next steps

For all pupils in ERP, review of the placement should be held at least every year and be called by the Home School:

- At every review the MSP/EHCP should be reviewed and consider when the pupil may return to home school full time.
- Any change in placement should always be discussed as part of EHCP/MSP and include discussion with parents, school, EP and SaLT. The request to leave the ERP with the reasons behind the request should be sent to SENAP.

Parents to be informed if a pupil is attending on an assessment placement if it is unclear if provision will best meet need, when this is the case, parents and Home School need to be aware