

# Application for a part time (morning) place at the SLCN ERP

Autumn 2018



School	Pupil Name	DoB
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This should only be sent following consultation with the EP: Name of EP .....  
Date agreed.....

It is expected that a CYP will have an EHCP or a My Support Plan in place before applying.  
Schools should collect the information below for discussion with the EP in the first instance.  
This checklist with attached evidence should be emailed to [lynne.johns@york.gov.uk](mailto:lynne.johns@york.gov.uk) **23rd April 2018 - September Intake**

**\*** = Compulsory evidence

Schools can use their own evidence sheets or those from a My Support Plan/EHCP

	*	Collected	Sent
<b>Background</b>			
• Parent View –e.g Minutes of review meetings or Parent Letter	*		
• Pupil views/Pupil Passport	*		
• Social Emotional and Behaviour overview			
• Teacher/SENCO report or notes			
• Outreach report requested/completed	*		
• Recently reviewed MSP or EHCP	*		
<b>Attainment and progress</b>			
• Attainment and progress Reading, Writing, Maths over time. It is expected that pupils will be, on the whole, close to expected attainment given age e.g. Y1/2 > P6, Y3/4 > Y1, Y5/6>Y2	*		
• Current Standardised Reading, Comprehension, Spelling Assessments with test name			
• Other Assessment information (e.g CAMHS report)			
• SALT report	*		
<b>Provision and use of funding</b>			
• Impact of teaching and provision as described in the CYC Threshold Banding for Learning	*		
• Evidence of interventions being used and impact What is working well?	*		
• Detail of teacher / TA support time allocated	*		

Completed on .....

Name: .....

Position: .....

Signed (Head teacher) to confirm Service Level Agreement has been read and agreed in principle

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## APPLICATION PROCESS - Application process for a part time (morning) place at the Speech and Language ERP

Applications can be made for entry in September or February Half term. SEN Panel will set dates for applications.

- 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

**Application to go to EDUCATION HEALTH AND CARE PANEL**

Two Extraordinary EDUCATION HEALTH AND CARE PANEL meetings per year will discuss/review applications  
(Dates will be published)

All evidence to be available (electronically) and in advance of the meeting.  
For each pupil, EDUCATION HEALTH AND CARE PANEL 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 EDUCATION HEALTH AND CARE PANEL 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 SENCO/SaLT and EP .

**If EDUCATION HEALTH AND CARE PANEL do not agree from the paperwork that an application appears appropriate**

EDUCATION HEALTH AND CARE PANEL to provide reasons to school, SaLT and EP and parent.

Haxby Road School to inform EDUCATION HEALTH AND CARE PANEL 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 EDUCATION HEALTH AND CARE PANEL .

**If the application is not agreed by Haxby Rd ERP and EDUCATION HEALTH AND CARE PANEL support the decision** then Home School, SaLT and EP and parents to be informed of reasons behind the decision by EDUCATION HEALTH AND CARE PANEL e.g. Not meeting pupils needs.

**If an application is not agreed by Haxby Rd ERP and EDUCATION HEALTH AND CARE PANEL do not support the decision**, Haxby Road School and EDUCATION HEALTH AND CARE PANEL to consult.

Once the pupil is attending the 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 a discussion should take place to ensure provision continues to meet need and consider when the pupil may return to home school full time.  
A return to the home school full time or a transition to a new placement should always be discussed as part of the MSP and should involve a discussion with parents, School, EP and SaLT. The request to leave the ERP with the reasons behind the request, should be sent to EDUCATION HEALTH AND CARE PANEL.  
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