



St George's
School Edgbaston

ADMISSIONS INFORMATION FOR
PARENTS OF PUPILS WITH EHCPS:
PREP SCHOOL

Revised: March 2024



Frequently Asked Questions

1. Who do I speak to about the provision the school offers?

Our SEND Information report is your first port of call. This details the provision we offer and helps you to understand our core and non-core offer. This should be read alongside our SEND Policy - both documents can be found on our website; should you require a paper copy or enlarged font please speak directly to our Admissions Team who will be happy to assist.

Pre-entry access to our SENCo is limited. As a busy school with a large Inclusion Department, our SENCo is kept very busy working with our current students, their parents and our staff. You will appreciate that we have many enquiries from parents of pupils with SEND and, if our SENCo were to meet all of them, they would have little time to carry out their essential duties. We offer several Open Days and tours throughout the year and members of our Inclusion Department are available during these. They will be happy to answer any queries you may have.

You may have further queries you would like to discuss with us; we will do our very best to answer you as soon as possible but as a busy school with a limited infrastructure we may take a day or two to respond. We ask that you consider any questions you have in advance as we cannot offer unlimited access to our Inclusion or Admissions Departments.

2. Will you read my child's EHCP before I ask my authority to consult?

Quite simply – no. We have a high volume of applications and consultations for students with SEND; therefore, we only read EHCPs when sent via consultation from your local authority.

3. I would like my child to attend St George's School. How do I apply?

You must do this via your local authority (LA). You should inform your LA that you have a preference for our school and ask them to consult with us regarding placement. They will then send us consultation documents (typically a copy of the latest EHCP, annual review notes, IEPs and reports from any professionals who have assessed or provided support for your child).

We ask that you discuss the consultation documents with your Principal Officer before they are sent; you should be happy that the information sent is up to date, relevant and accurately reflects your child. Out of date documents (i.e. professionals' reports a year

or more old, EHCPs that have not been reviewed in the last twelve months) or omitted information delays the consultation process.

4. Why do you need to read this information?

We need to understand exactly what your child's needs are. The consultation documents will give us insight as to their ability, how they access the curriculum, levels of independence and social interaction.

The EHCP and professionals' reports will detail your child's strengths, areas of need and targets; they will also provide recommendations as to how best help your child access their academic and social curriculum. We need the information in Section F of the EHCP to ensure we have the provision your child requires.

5. The School has 15 days to respond to my local authority so what happens next?

There are many administrative tasks around your application. Our SENCo needs to read all consultation documents, liaise with the SENCo and any other relevant staff in your child's current setting, potentially visit your child in the current setting to observe and discuss current provision, as well as liaising with external professionals if appropriate; your child is likely to need more than one taster day in order for us to assess their academic and social needs in our setting.

6. Can my child repeat a year?

If the information we gather supports this request, and it is agreed by all parties that it is in the best interests of your child, then yes.

You should seek the agreement of your Local Authority before they send the consultation documents in order for us to process the application appropriately. If your LA does not support your request you should seek the support of your SENDIASS. Your child cannot repeat a year at St George's without your LA being in agreement.

7. My child is currently out of a school setting. Do you offer home schooling provision?

No; the school does not have the staffing infrastructure to enable this.

8. My child has not attended school for a period of time. Do they have to follow a full timetable immediately?

If your child would benefit from a phased transition you should discuss this with the school. We do have pupils who enter the setting via a phased transition, but do expect this to be a finite agreement and that your child will attend for the full school day as quickly as possible. We cannot accommodate sending staff to the home to deliver a curriculum for the times when your child does not attend.

9. Will my child automatically be offered taster days?

If through our information gathering (as detailed in Point 3 and 4) we feel that we are not an appropriate setting for your child we would not offer taster days. We do understand that a child on paper does not always provide the full picture of the individual, but our liaisons with their current school and relevant professionals will enable us to understand whether or not it is appropriate to offer time in our setting.

10. Will my child be able to access 1:1 support on taster days?

No. The support we have is shared amongst the class and allocated according to the teacher's planning. Our curriculum must run for our current cohort with as little impact on resources as possible. If you feel that your child is likely to need this level of support you must discuss this with us prior to coordinating a date.

11. What will my child do on a taster day?

Primary aged pupils will spend the day with their age appropriate class; pupils are allocated with a 'peer buddy'. Time will be found within lessons to observe your child's ability to access the curriculum. They will spend break and lunchtime with us (food provided), and have access to our unstructured time provision. This is intended to be a positive experience for the child, and we do ask that you let us know about any anxieties, concerns or needs your child may have. The class/subject teachers will complete an assessment summary sheet on your child, which provides information about your child's academic and social abilities.

12. When will I find out if my child will be offered a place?

All applications for school placement are considered at a fortnightly Admissions Panel meeting. A member of our Admissions Team will inform you of the date at which your application will be considered. Not receiving all the information we need, or delays in response from your child's current school/most recent setting, may prolong the

process; it would be helpful if you could inform your child's school that we will be in touch and request that they cooperate in information sharing.

The Admissions Panel will make the final decision as to whether a place should be offered, and will consider the information gathered from your child's taster day/s, the consultation documents and information gathered from your child's current school.

If we feel we have the provision and are the right setting for your child, we will send your Principal Officer a set of costs for the placement. We will be clear with the LA if there is any provision or resources we cannot offer from the detail in Section F of the EHCP. The Principal Officer will take the costs to their Panel (which meets once a week), where a decision will be made as to whether or not the LA agrees to fund the placement.

If we believe we cannot offer a place we will also send this response directly to your Principal Officer.

You should liaise directly with your Principal Officer, not St George's, as to whether or not your child will be placed in the school.

13. The School and the Authority have agreed my child's place in the school. What happens now?

As soon as the LA lets the school know they have agreed to place your child in our setting we will be in touch with you to discuss transition and a start date. Our staff will work in conjunction with you, staff in the current setting, external professionals (if appropriate) and the LA to ensure best quality transition.

If your child requires 1:1 adult support there may be a delay in your child entering the setting. As a small school we only employ the number of staff we need to service the cohort we have. If we need to employ somebody to work with your child, this does take time. We have to place an advert for the vacancy and leave it up for several weeks to ensure we have an appropriate pool of candidates to interview; once a candidate is offered the job we must follow statutory safer recruitment checks, which again can take several weeks. We appreciate that this may be frustrating for you and your child but, for obvious reasons, we cannot employ staff until the LA has agreed to placement.

14. What does the Local Authority fund and what do I need to pay for?

Funding arrangements are agreed between yourselves and the Local Authority.

Lunches are not included and need to be paid for by you; if your child is entitled to free school meals you need to let our Finance Office know in advance of your child starting

with us. As expected in your child's current setting: uniform, sports kit, school bags, trips, study guides, school planners and other sundries must be paid for by parents. There is an option to contribute £5 per term to the Friends of St George's, which enables the school to continue to provide some of the resources and opportunities your child has access to.

15. Will my child automatically transfer from the Prep School into St George's Senior School?

No. Your local authority has to consult with us for Secondary provision. If we feel we do not have a relevant curriculum, or your child will require resources we do not have available, we would not offer a place. Discussions with regards to suitable secondary provision will take place in Year 5; we would always encourage parents to consider several potential settings in case our Senior School declines placement.

16. The school has offered my child a place but the Local Authority has refused to fund the placement. What happens now?

You can appeal the decision and should speak to your local SENDIASS who can support you through the process. You can also elect to take your authority to Tribunal; again, you should speak to SENDIASS who can provide you with information and advice. You should be aware that the school cannot attend tribunals.

We do not offer places to pupils with EHCPs who do not have the support of their local authority.

17. My child has not been offered a place, but I believe the school has children with similar needs sets and the resources to meet these needs.

As a selective entrance, Independent mainstream school we have to cap the number of pupils with additional and complex needs in order to maintain our staffs' ability to provide a relevant curriculum for all of our children. It may be that we do have the resource, but our resources are finite and may be already allocated to our current cohort. If we do not believe we have the capacity to offer a relevant curriculum, or cannot guarantee access to the resources required to support your child, we will not offer a place.

18. Who do I speak to if my child is refused a place?

The Admissions Panel (which is made up of members of our Inclusion Department and Senior Leadership Team) will have considered all the information made available to them (including information from our staff with regards to the taster days). No one person can make a decision to offer a place (or not) in isolation, and therefore the decision will be final.

The school will not be obliged to state its reasons for not offering a place; therefore, if your child is not offered a place you should speak to your Principal Officer and/or SENDIASS worker to discuss your next steps.

19. Can I reapply?

Yes. We would however encourage you to wait until your child enters the next Key Stage before you do: if we have declined a space as we think our academic and/or social curriculum is not appropriate for your child, this will allow time for your child to make the progress they need to access our setting.

If we have declined a place as we have reached our 'cap' in the class or year band you require, it may well be that we have spaces available in the future.