



Admissions arrangements

Admissions to Palatine are controlled by the local authority (West Sussex County Council) – The Children's and Young People's Service.

A pupil will be considered for admission if he or she has an Education, Health and Care Plan (EHCP) or Statement of Special Educational Need indicating learning difficulties requiring substantial modification to curriculum and support arrangements beyond those available in mainstream schools. In all cases students will be achieving significantly below expectations for their age.

The majority of students join school in reception. Others have been in mainstream schools or special support centres and referred for admission following re-assessment or recommendation from an Annual Review. The usual time of entry is the beginning of the school year in September.

Informal visits are arranged for parents at the proposed EHCP / statement stage or prior to an Annual Review where special school placement may be considered. This will enable parents to be fully informed when naming a school as the parental preference. Once the placement panel has agreed, statement and assessment papers are sent to the Headteacher for consideration. Admission is dependent upon the school being able to meet the provision prescribed in the statement and availability of space in the right section of the school. Further discussion with parents, with the current school, and, where appropriate, taster sessions for the pupil may be arranged before a decision is made.

Parents who wish to discuss the statutory assessment process or general issues of support for children with special educational needs may like to contact the Parent Partnership Service (Telephone 0845 075 1008) or email **parent.partnership@westsussex.gov.uk**.

Parent Partnership Office
West Street
Chichester
PO19 1RP