Admissions Process



Step 1 Step 2 Step 3

New EHCP

Ask your Local Authority to Consult with the Robert Ogden School for a placement (Section I of EHCP).

Current EHCP

Discuss your child's placement at Annual Review with current School or arrange an Annual Review to discuss placement.

Inform your Local Authority that you no longer feel that your current school named in "Section I" can meet need.

Request your Local Authority that they consult with the Robert Ogden School. (If this is problematic contact SENDIASS in your Local Authority for support).

The Robert Ogden School receives a referral from your Local Authority.

If we feel we can meet need based on paperwork, we will organise an assessment visit at your child's current placement.

Following assessment visit, all potential pupils will be discussed at our Admissions Panel.

We will respond to your Local Authority with either an offer of placement or an explanation as to why we cannot offer a placement. LA agrees to place your child at the

Robert Ogden School with a start date.

Robert Ogden
School will
organise an
admission meeting
with parents and
send out an
admissions pack.

LA does not agree to place your child at the Robert Ogden School.

If Parents/Guardians
wish to appeal the Local
Authority's decision,
they should contact
SENDIASS in their LA and
inform the Robert
Ogden School that they
intend to appeal.

The admissions meeting is an informal meeting to find out about likes and dislikes, useful approaches, etc. We will also discuss and arrange visits and appropriate transitions.

At the admissions meeting parents will meet school staff which may include the Class Teacher, Senior Teaching Assistant, Speech and Language Therapist, Occupational Therapist, and Behaviour Support.