

Admissions Flow chart

Step 1: Contact your Local Authority (LA) to discuss your child's needs

Step 2: Request your Local Authority (LA) to send a referral for your child to Radlett Lodge School

Step 3: Once we receive your referral, the papers will be processed by our Student Services Co-ordinator and reviewed by the Admissions Team

Initial review by the Admissions Team

Possible

No

Assessment process
begins with a letter sent
to the LA

Assessment of pupil
(see insert)

Admissions Team review the
findings of the assessment
process

No

Outcome letter
sent to the LA

Communication between
LA and Parents/Carers to
discuss other options

Yes

Offer letter sent to the LA

Yes

LA rejects offer

Helpline:
www.autism.org.uk/educationrights
to review your options

LA accepts offer. RLS sends an
IPA to the LA which must be signed
within 28 days to proceed any
further in the admissions process

Admissions pack sent to Parents/Carers

School staff contact Parents/Carers
and Social Worker (if applicable) to discuss
formulate a flexible transition plan
start school at Radlett Lodge School

Assessment Process may consist of:

- Telephone interview with Parent/Carer
- Interview with current educational staff
- Observation of pupil in school setting
- Pupil and Parent/Carer visit RLS
- Interview with Parent/Carer whilst pupil attends a taster session