

# In-Year Consultation Process



Consultation is received from the Local Authority



SEN & Inclusion Lead and Assistant Headteacher review the Student's EHCP



Visit to the student's current setting by SEN & Inclusion Lead and Assistant Headteacher



School contact parents/carers and arrange a school visit and transition timetable



If positive, Local Authority advise parents/carers of school placement



SEN & Inclusion Lead and Assistant Headteacher assess student need and school place availability and suitability and inform the Local Authority



School office contact parents/carers and arrange welcome information



School Family Support Officer and SEN Teams contacts the family



Student begins 2 week transition timetable before full time attendance

