

Placing process



If you feel your child needs more help than they are receiving in their current schooling, there are several things you can do...

An Individualised Education Plan (IEP) (sometimes called a 'Child's Plan') sets out the steps taken to support a child with additional support needs achieve specific learning outcomes.

In the first instance, contact your child's school to talk about options. They might already be aware of your child's additional needs and have a plan in place to support them



If that isn't sufficient, you can request a formal assessment of your child's needs in writing to the person responsible for additional needs at your child's school. You don't need a diagnosis for your child to be entitled to additional support, but it can help to identify what support they need



If the support provided isn't adequate, you can request a meeting with your child's school. It may be helpful to ask for a written plan at this stage.



If you as a parent/carer feel your child needs further support than what is being offered, you can approach other schools such as Closeburn School or Maben School



If the Local Authority agrees, your child will be placed in our school as soon as is practically possible.
If the LA refuse this request, you have a right to appeal this decision



If we think we can meet the needs of your child, and you as a family wish for your child to attend our school, we will provide you with an 'offer letter'. This can be used as part of your 'Placement Request' to your Local Authority



Our Admissions Manager will talk to you and find out more about your child, their needs and requirements. If we think we can meet the needs of your child, we will invite you for a visit to the school where we will show you around and further assess your child's needs