

LEWISHAM PARENT PARTNERSHIP SERVICE

PRIMARY TRANSFER

All applications are made for school placements through Lewisham's Common Application Form. You can apply online or obtain a form from Lewisham Education Department. Nurseries should also have the form. A list of schools is available each year in the booklet the authority produces called *Starting School in Lewisham*. It includes the application process and deadlines.

Each school will also have its own admission criteria which will be set out in the booklet, and some schools may require you to complete an additional application form.

Start early

Always begin looking for a school as early as possible. It may sound obvious but identify your child's needs before you begin to look. This will make it easier to identify what are the most important factors for you and your child, and help you decide which schools may be best for your child. It is important that you start gathering information and putting together a profile of your child's needs. It will also form a basis for the information that you might want to discuss with staff when visiting schools.

Speak to other professionals involved in your child's education about any support that your child currently receives and what support they think your child might need when they move to Primary School.

Choosing a school

Gather as much information as possible on schools of interest to you. Where possible, talk to parents of children already at the school. The school may be willing to put you in touch with other parents. You could also look at the school's prospectus and most recent Ofsted report.

Visit as many schools as possible. If visiting a class, notice how the class is organised and see if there are any special arrangements being made for any children with special educational needs.

Once you know which school your child will attend, try and arrange a visit for your child to meet the staff who will be in his/her class.

Appeals procedure

Not all parents will receive the school of their choice. If this happens, you have the right of appeal against the decision. Parent Partnership Service can provide information about this.

The Department for Education (DfE) has a booklet called Primary and Secondary School Admissions and Appeals: A Guide for Parents, which can be obtained from Parent Partnership Service or directly from the DfE. Tel: 0845 602 2260

Lewisham Parent Partnership Service
The Kabin, Forster Park School, Boundfield Road SE6 1PQ
Tel: 020 8695 5955 Email: lewishampps@pre-school.org.uk
Website: www.lewishamparentpartnership.org.uk

Checklist

(Use this for ideas, or draw up your own)

- How is the SEN provision organised in the school?
- What range of needs does the school meet? Can the school offer the provision your child needs? What kind of help would your child receive?
- Is the school's SEN support an important part of the school? Are there other professionals based in the school? (Eg therapists, outreach services)
- How much support does the school get from other professionals? Eg how often is the school visited by the speech therapist, educational psychologist or autism outreach service?
- If relevant to your child, ask about medical/personal hygiene support
- Will your child miss certain parts of the curriculum because of their special needs? How flexible will the school be with this? What lessons do students miss to receive extra help?
- Are there individual learning programmes?
- What learning support and classroom assistance would be made available to your child and how often? If your child has a Learning Support Assistant, what arrangements will be made for your child if the LSA is not in school?
- What specialist facilities, equipment and resources does the school use for SEN?
- How many children have special needs similar to your child's? How many teachers there offer specialist support? If there is a larger number it is likely to suggest that there is support available and that your child's difficulties will not be misunderstood.
- How do SEN staff liaise with subject teachers about individual children? What about lunchtime staff?
- How does the school's discipline system adapt to take account of the specific needs and difficulties of children? Is positive behaviour praised?
- What behaviour management programmes are in operation? Is there a planned programme to help build self-esteem? If so, what is it?
- Are all staff briefed on potential triggers for outbursts by children? What plans are in place if an incident occurs in class?
- Are there quiet areas where children can go if they become stressed or anxious? Are there distraction-free work areas?
- Is there a buddy system or peer support where an older child helps a younger child within the school?
- What is the school's policy on bullying? How are children taught to deal with bullying and teasing? If a child has behaviour difficulties, how would they respond to this?
- How does the school link with parents? How will the school communicate with you about your child and his/her progress? Eg do parents take part in drawing up and implementing Individual Educational Plans, are parents invited to reviews, is there a parents group or coffee morning?
- What extra activities are offered at lunch time or after school? What are the play or recreational facilities like? What are the supervision arrangements?
- Are there any after school activities/trips/holidays and how would your child access these?

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- Does the school assess all children on admission to see what level they are at? How do they assess them? What do they do once they have the results?
- Are there any extra-curricular activities linked to SEN such as signing classes for non-hearing impaired children? How do they work to help communication between children with hearing impairments and those without?
- Does the school have links with any other school? In the case of a special school, is there a possibility of partial or full inclusion/reintegration with a local mainstream school?
- What ICT provision is available?
- Is there a member of staff who is trained...(eg deal with epileptic seizures, help your child during PE etc?)
- Are all areas of the school accessible to my child? If not, could adaptations be made or would other arrangements be necessary?
- What provision is made for special diets?
- What arrangements are made for giving medicines and inhalers? What happens if your child is ill in school time?
- If your child will need transport to school, ask for information on this
- What induction programme does the school have in the summer term before they start school? Could extra visits be arranged for your child? What could the school do to ease transition?
- Other things to consider –
Do you feel welcome?
Do the children look comfortable?
If your child has any particular religious needs, would they be met?
Do the classrooms look like places where children can learn?
Does the school look under control?
Does the school celebrate different cultures/religions?
Are the displays current and interesting and do they seem to include students of all abilities?
Do the staff seem interested in you and your child?

Further Contacts/Information

Lewisham Schools Admissions Team: 020 8314 8282

www.lewisham.gov.uk/EducationAndLearning/Schools/SchoolAdmissions/PrimarySchoolAdmission/

School Admissions Code 2010 and **School Admissions Appeals Code** are available to download free at www.dcsf.gov.uk/sacode

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Advisory Centre for Education (ACE): www.ace-ed.org.uk

Advice line: 0808 800 0327.

Parent Partnership Service: Independent information, advice and support for parents of children with Special Educational Needs. Contact details below.

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