

Admissions Flow chart

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

Step 2: You and your LA make a joint application 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

Yes

Offer letter sent to the LA

Yes

LA rejects offer

No

Outcome letter sent to the LA

Communication between LA and Parents/Carers to discuss other options

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