



## Assessment of New Students

1. SENDCO makes an Initial request to the borough for:  
EHCP or Statement if not transferred, Ed Psyche Reports, Annual Reviews, PEP'S, LAC Reviews, Safe Guarding Concerns, Therapeutic Reports, Panel Reports, School, and other professional reports such as CAMHS.
2. Contact with last school via SENDCO: To complete the new student pro former for key information, an Educational history form to assess the academic and social needs including the completion of the strengths and weaknesses questionnaire.
3. Once information is received from the school an trial/visit is arranged to discuss and assess the suitability of the placement and to complete the strengths and weakness questionnaire.
4. SLT meeting to discuss student, if successful the school will create a: Positive handling plan, Behaviour support plan, Bespoke curriculum, numeracy and literacy support plan, provision map including additional support such as therapy and mentoring, safe guarding support plan, health and safety plan, and a student passport.
5. The school uses the first fortnight as a transition period, during that time a range of assessments are carried out and students are expected to meet attendance and behaviour expectations.
6. **6 week placement review**, following transition and completion of the first 6 weeks pupils and parents/carers are invited in for a 6 week placement review.
7. **12 week placement review**, this is when the school will make a final decision on the suitable of the placement, once the pupil has completed a full term on role.