



Looking at schools



SEND Information, Advice & Support Service
September 2015

Introduction

Deciding which school you would prefer your child or young person to go to is an important decision for any parent/carer. If your child or young person has special educational needs, there are extra things you will want to think about.

If you would like information about:

- Admissions to schools in Central Bedfordshire;
- the transfer process; or
- the schools that serve your local area

You can contact the CBC School Admissions Service:

www.centralbedfordshire.gov.uk/admissions

- Telephone: 0300 300 8037
- Email: admissions@centralbedfordshire.gov.uk

Arranging a visit to the school

- If your child is due to start school, you should contact the school to arrange a visit.
- Schools are busy places and it is a good idea to ask who you will meet at the school and how much time they will be able to spend with you. It would be a good idea to ask to see the special educational needs Co-ordinator.
- Think carefully about whether you want to take your child with you on the visit (you could discuss this first).
- Decide if you want to take someone along with you, such as a friend or relative. This can be helpful, to talk through your view of the school after the visit.
- You may find it useful to have a guided tour of the school. You will get a better feel for the school if you can do this in school hours when the children are there.

What you can do before visiting the school

- All schools have to produce a school prospectus or brochure. It might help you to ask for a copy and to read through this before you visit the school.
- You could also ask for:
 - the school's Special Educational Needs Policy;
 - other policies, such as the Behaviour or Anti-Bullying Policy;
 - the OFSTED Inspectors' report on the school. This is also available from the OFSTED website: **www.ofsted.gov.uk**
- Reading through this information will give you an idea of what the school is like and help you think of things you want to find out more about.

Checklist

- The organisation of classes – whether they put the children in sets according to their ability (particularly in English, Science and Maths)
- What IT facilities there are – how many computer rooms there are and whether there are enough computers for every child in the class
- You may also think of other things that are important to you and your family.
- If you are going to visit more than one school you might want to jot down some notes to help you remember.
- How many pupils will be in my child's class?
- What will the school do to make sure that all staff know about my child's individual needs?
- How does the school arrange extra support for children who need it?
- How will the school involve me in planning for my child's needs?
- How will the school help the other children to understand my child's needs?



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Further Information

Central Bedfordshire Council SEND PYPPS Special Educational Needs & Disability Parent & Young Person Partnership Service

The team:

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