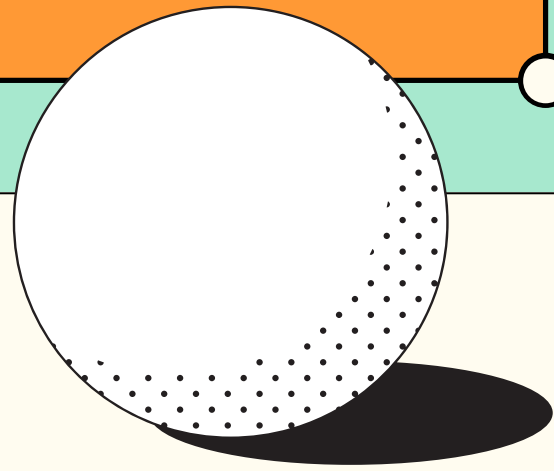


HOW TO MAKE A CONSULTATION TO THE LION WORKS SCHOOL



WE HAVE A STUDENT CENTRE APPLICATION PROCESS AND WELCOME APPLICATIONS FROM STATUTORY BODIES.



Stage 1

Please send a fully complete EHCP and any accompanying relevant documentation directly to the Headteacher. We would advise doing this as an encrypted email.

STAGE 2

We will complete a review of the student's EHCP and will send documentation back to you confirming whether we believe it is appropriate for us to carry out a face to face assessment with the student. We will have no dialogue with any parents/carers at this stage unless they have contacted us.

Stage 3

If we have recommended proceeding with a face to face assessment and the LA is supportive we will schedule the assessment as soon as practicable but usually within 14 days.

Stage 4

Following our two days of face to face assessment we will send the Case Officer and the parent or carer a report detailing why we can or can not meet the student's needs. This will constitute an offer or rejection.

APPEALS

We do not provide the right of appeal regarding our decisions. We do however welcome further information if you feel there may be information we are not aware of or have not considered.

