



St. Giles School
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Retford
Nottinghamshire
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INFORMATION FOR PARENTS CONSIDERING A PLACE FOR THEIR CHILD AT ST GILES SCHOOL

Visiting St. Giles School

The school welcomes parents to visit the school, especially if they are considering whether or not they want their child to attend St. Giles. If you would like to visit the school, please call to make an appointment. Staff will be happy to show you around the school, and to talk generally about how the school meets the needs of pupils with a range of special educational needs. However, during your visit staff would **not** be in a position to say if your child's needs could be met by the school, nor whether a place at the school could be offered, as this is a decision for the Assistant Special Educational Needs (SEN) Officer.

All pupils attending St Giles have to have an Educational Health Care Plan (EHCP) which names St. Giles as their school. If you are thinking about asking for a place at St. Giles, and your child doesn't have an EHCP, you should discuss this with your child's current school and with an Educational Psychologist (EP).

The process of agreeing a place at St. Giles

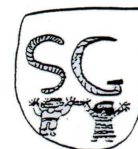
The decision about whether your child can be given a place at St. Giles is made by the Assistant SEN Officer. She makes her decision after having considered your child's special educational needs (usually detailed in an EHCP), and following discussion with your child's educational psychologist and with the Head Teacher of St. Giles School.

It is the Assistant SEN Officer's responsibility to ask the Head Teacher of St. Giles whether the school would be able to meet your child's needs. This is done by providing the school with details of your child's special educational needs, and may also require St. Giles staff to meet your child.

Once a place at St. Giles has been agreed

Once the decision has been made to offer a place for your child, you will be invited to attend a meeting to discuss your child's induction into school. This will include sharing information between your child's current school and St. Giles, and will include arrangements for visits to school.

If your child is offered a place at St. Giles, the Local Authority (LA) will consider whether your child is eligible for home to school transport, according to the LA's Transport Policy.



Six weeks after your child has started at St. Giles, you will be invited to attend a Post-Placement review meeting.

Contact Details

Karen Halford
Maria Wills

Head Teacher
Assistant SEN Officer

01777 703683
0115 977 4152

When you next contact the school, please ask to speak with:

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