

## **Applying for a school place in Stoke-on-Trent for Children In Care**

Children in Care placed out of their home authority for care, education or both are particularly vulnerable. It is therefore vital that the process of admission into a school is as smooth and efficient as possible. In order to achieve this we have prepared this guidance to assist you in making an application.

Consideration should be given to the statutory guidance that states:-

*“61. In particular, the authority should ensure that the identified educational needs of any child placed in another authority area will be effectively met in the proposed placement **before it is agreed.**”*

### **Before submitting an application form**

**The Stoke-on-Trent Admissions Team continue to facilitate the placement of Children in Care within the city.**

Before submitting an application form **to the Admissions Team at Stoke-on-Trent** please ensure that the following actions have been undertaken.

The person with Parental Responsibility for the child has:-

- a) sought and obtained any advice or permission (e.g. at KS4) from your Virtual School about the planned move. This will need to accompany the submitted application form;
- b) confirmed whether the child has a Statement of Special Educational Needs (SEN) / Education, Health, Care Plan (EHC) or not. If the child does then you should approach the Stoke-on-Trent Statutory Assessment Team (Tel 01782 232740) rather than the Admissions Team;
- c) sought and obtained the current PEP for the child. Ideally this should accompany the submitted application form;
- d) checked that a notification from your authority's Director of Children's Services to the Stoke-on-Trent Director of Children's Services has been sent;
- e) ideally the Virtual Headteacher of your home Local Authority has emailed the Stoke-on-Trent Virtual Headteacher, Tony Clifford (Tel 01782 231289 / email [Tony.Clifford@stoke.gov.uk](mailto:Tony.Clifford@stoke.gov.uk)), with details of the planned move.

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## **Submitting an Application Form**

Once these actions have been carried out, the person with Parental Responsibility should:-

- a) complete, sign and return an application form, together with
- b) the current PEP wherever possible;
- c) a copy of any advice or permission (e.g. at KS4) from your Virtual School relating to this move;
- d) any relevant information known by Social Care that is not requested on the application form. This can be noted on a separate sheet of paper. This information could include:-
  - Any package required to support the child in school;
  - Time spent in alternative / off-site provision;
  - Time spent in a pupil referral unit;
  - Any criminal charges pending;
  - Time spent out of education;
  - Any other information you feel a school would wish to know in order to effect a smooth and appropriately supported admission.

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The application and accompanying documents should be sent to the In-Year Admissions team (Email [in-yearadmissions@stoke.gov.uk](mailto:in-yearadmissions@stoke.gov.uk))

## **What Happens Next**

Once the application form has been submitted to the In-Year Admissions Team, the Admissions Manager will review the application and decide how to proceed. This will in most cases simply involve following the normal admission process, however, in complex cases you may be required to attend a professionals' planning meeting prior to a school being approached.

Once the school / educational provider place is agreed, a relevant member of staff from your authority should attend an admissions meeting at the agreed school / educational provision, to ensure that the admission into a school is as smooth and efficient as possible.

A revised PEP should be completed with the school / educational provider within 20 school days of the start date and review meetings should be attended as required.

## **Help and Advice**

If you need any help or advice please contact

Gillian Machin (Admissions Manager)  
Tel 01782 238653  
Email [Gillian.Machin@stoke.gov.uk](mailto:Gillian.Machin@stoke.gov.uk)

In-Year Admission Team  
Tel 01782 237856  
Email [in-yearadmissions@stoke.gov.uk](mailto:in-yearadmissions@stoke.gov.uk)