



16th August 2017

Dear Parent / Carer

Re: Application to Primary School 2018 for pupils with statements of Special Educational Needs (SEN) or Education Health Care (EHC) Plans

Please find enclosed an application form for you to complete with your preferences for primary school for your child.

Lambeth are seeking your views now to try and ensure that your child has every opportunity to receive one of the choices you have indicated on the '**Yellow Form**' enclosed. Please be aware that delay in returning this form may affect our ability to obtain a place in your preferred school.

Where schools respond to say they cannot meet your child's needs and do not offer a placement the LA will consider this response in detail and decide whether or not to challenge the school. The LA has a duty to name that school in the statement/EHCP so long as the following criteria apply (Code of Practice on the Identification and Assessment of Special Educational Needs, paragraph **9:79**):

- The placement is appropriate to the child's age, ability, aptitude and special educational needs of the child or young person, or
- The attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

As we have a duty to secure suitable maintained provision - be aware that in some circumstances we will also refer to schools other than the preferences you have given or if you have not selected three schools. However, we will always let you know when we do this and reasons for doing so.

If your child has had a statement/EHCP for 6 months or more they should have had their Primary Transitional review, where the primary school placement options were discussed and any necessary amendments to the EHCP were made. If for some reason this did not take place or you have yet to receive a response following the review please contact your Named Officer.

Yours sincerely,

Special Educational Needs Service

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phone: 020 7926 9460/7754
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