

Admissions process for Corbets Tey School and CTS@The Avelon

All prospective parents/carers wishing for their child/young adult to attend CTS/CTS@The Avelon must have an EHC Plan in progress (draft) or finalised

Does the student reside in the London Borough of Havering?

YES

NO

Contact Havering's Assessment and Placement Team on 01708 431885 and speak to your allocated case officer to state that you wish to consult for a placement at one of our settings

Alternatively parents/carers can wait till their child/young adult next annual review and request a change of placement during the review but should still seek advice from their allocated case officer before doing this

Contact your local authority SEND department and speak to your allocated case officer to state that you wish to consult for a placement at one of our settings

Alternatively parents/carers can wait till their child/young adult next annual review and request a change of placement during the review but should still seek advice from their allocated case officer before doing this

Havering Assessment and Placement will consult with us directly regarding the possibility of placement

All consultations from local authorities outside of Havering should go through Havering's assessment and placement team and they will consult with us on their behalf

We will thoroughly look over the consultation paperwork and prepare a response to Havering. They will forward it on to the appropriate local authority where the initial request originated from

The admissions procedures for special schools do not conform to the same enrolment and admission procedures applicable to mainstream schools.

Parents or carers are welcome to contact the school, but if you are interested in applying for a place at Corbets Tey School or CTS@The Avelon, please initially contact:

The Special Educational Needs Department
London Borough of Havering
Town Hall,
Main Road,
Romford
RM1 3BD

sen@haverinq.gov.uk

Telephone: 01708 431 885

or alternatively you can follow this [link](#) to the Havering website