

Admissions Process for Corbets Tey School and Corbets Tey @ the Avelon

All prospective parents or carers wishing for their child/young adult to attend Corbets Tey School (aged 4-16) or Corbets Tey @ the Avelon (Post 16) must have an **Education and Health Care Plan** in progress (draft) or finalised

Does the child or young person 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 and carers can wait until their child or young person's next annual review and request a change of placement. This should be done in consultation with an allocated case officer

Contact the **SEND Department within your local authority** and advise your allocated case officer that you wish to consult for a placement at one of our settings

Alternatively parents and carers can wait until their child or young person's next annual review and request a change of placement. This should be done in consultation with an allocated case officer

Havering Assessment and Placement will consult with the school 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 the school on their behalf

We will consider the consultation paperwork and prepare a response to Havering. They will forward this 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 Corbets Tey @The Avelon, please initially contact:

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

sen@haverling.gov.uk

Telephone: 01708 431 885