



FINDING OUT ABOUT A SCHOOL - FACTSHEET

Deciding which school you would prefer your child to attend is an important decision for any parent or carer. If your child has special educational needs (SEN) there are extra things you will want to consider.

In Rotherham we have a commitment to include as many children in their local school as possible. We support the view that 'an educationally inclusive school is one in which the teaching and learning, achievements, attitudes and well-being of every young person matter'.

Where can I get a list of schools and details of admission procedures?

The Local Education Authority (LEA) Admissions and Appeals Section will be able to provide you with a list of schools and explain the admissions procedures to you. Please call:

Marina Jordan: (01709) 822552 or Joanne Griffiths: (01709) 822626

If your child has a Statement of Special Educational Needs their admission to school will be handled by the Special Educational Needs Assessment Section. Please call:

Carole Taylor (01709) 822660

If you are moving to another part of the country you will need to contact the new LEA for their list of schools and admissions procedures.

Is there any information I can read before visiting a school?

All schools will be able to give you:

- A school prospectus or brochure
- The most recent Governors' Annual Report to Parents
- Their SEN policy
- Other policies, such as their behaviour or bullying policy
- The Home-School Agreement
- The OFSTED Inspectors' report on the school (also available on the OFSTED website: www.ofsted.gov.uk)

Reading through the information will give you an idea of what the school is like and help you identify any areas you want to find out more about.



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How do I arrange a visit?

Once you have a list of possible schools, you should contact them to make an appointment. Ask whom you will see from the school and how much time they will be able to spend with you.

Before you visit

- Think carefully about whether you want to take your child with you on the first visit (you could discuss this with the school).
- Decide if you want to take someone along with you such as a friend or relative. They can help in discussing your impressions afterwards
- Consider whether you would like to have a guided tour of the school. You will get a better feel for the school if you do this in school hours when the children are there
- Think about speaking to other parents about the school. However, it is important to keep an open mind. Schools change and information can be out of date. Also different things are important to different parents. You know your child best, and what is likely to suit him or her.

What should I ask during the visit?

Here are some questions you might want to ask. You will think of other things that are important to you and your family. If you are going to visit more than one school you might want to jot down some notes to help you remember.

- How many pupils would be in my child's class?
- What will the school do to make sure that all staff know about my child's individual needs?
- How does the school arrange extra support for children who need it?
- How would I be involved in planning for my child's needs and reviewing his or her progress?
- How would the other children be helped to understand my child's needs?
- How would my child be helped to settle in school and to make friends?
- How would I be kept up to date about what is happening in school?
- How does the school help children to learn how to behave?
- How does the school deal with bullying?

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- How would the school make sure my child has the chance to take part in all areas of the curriculum and extra curricular activities such as lunchtime and after school clubs and outings?

Thanks to Suffolk Parent Partnership Service in producing this factsheet