



Admission Process

Step 1: Talk to the SENDCO at your child's current school and your local authority's Special Educational Needs (SEN) team.

The SENDCO at your child's current school will likely be able to support you in identifying potential school settings for your child and your local authority SEN team will be able to provide information on local special schools and their offers.

Step 2: Arrange an informal visit to SMBS to see what we can offer your child.

We host weekly visits for prospective parents throughout most of the academic year. See [Visiting the School](#) for information about when these visits take place and how to book a place on a visit.

Step 3: Inform the local authority of your preferred choice of school.

Assuming that the local authority agrees that your child should attend a special school, the next step is for you to inform their SEND Team that you would like them to "consult." If you live outside of Westminster, your local authority may suggest alternative schools that are closer to where you live.

If the local authority agrees to SMBS as an option, they will send a consultation letter and other paperwork (including your child's EHCP) for us to consider.



Step 4: The school formally assesses the referral.

At this stage, we will look to match incoming consultations with any available vacancies. We consider a child's age together with their barriers to learning. See our Admissions Policy for further information.

Step 5: Meeting with your child.

If, based on the paperwork it looks as though we can meet your child's needs, we will contact your child's current school and make arrangements to visit your child and observe them in a familiar environment. This helps us to ensure we have a full picture of your child's presentation and their barriers to learning and it helps us to ascertain what resources would be required in order for us to fully meet their needs.

If your child is currently without a placement, we may contact you to arrange for them to come in for a meeting or taster session.

Step 6: The school tells your local authority if we think we are right for your child.

If we determine that we can meet your child's needs and we have an appropriate vacancy, we will inform your local authority of this. The local authority will then decide if they're in agreement with SMBS being named in your child's EHCP. If we don't have a vacancy but feel that we can meet your child's needs, we will inform your local authority that we are unable to offer a placement at this moment in time.

We do not operate a waiting list but welcome follow-up consultations.



Step 7: Your local authority formally lets you know whether your child has a place at SMBS.

You will hear from your local authority first, not from us.

Step 8: The school sends you a letter.

If you are offered a place via your local authority, we will write to you to inform you of your child's proposed start date and will discuss transition arrangements with you.

'In Year' placements

An 'in year' placement means that your child is already in a secondary school or is part way through one of the secondary phase academic years (7-11) and the consultation is not part of the Phase Transfer admissions process for pupils in Year 6 looking for secondary school placements.

When we receive a consultation for an 'in year' placement, the steps outlined above all still apply, however, in addition following Step 5, if we feel that we may be able to meet your child's needs, we will contact you to arrange for your child to come into the school for a taster session. This is to support us and you to work out whether SMBS would be an appropriate setting for your child.



It is particularly important for children coming from other secondary schools to understand what SMBS is like before making a decision to move in order to ensure the best chance of a successful transition.