

# Template: Special model statement of provision

This template should be used by special academies and free schools to draft information on admissions for their website.

## [School name] Statement of Provision

### Introductory statement

[Name of school] is a [short description of the type of school and what it wants to achieve. Say something about the provision and curriculum ]

### Admissions to the School

X Schoolis a special school which provides [capacity] places for children [of both sexes] in the age range [#-#] with [name of special educational need specialised in]

For a child to be admitted, the school must be named, by a local authority, in the child’s education health and care plan (‘EHCP’)[[1]](#footnote-1).

Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child’s EHCP.

A local authority can also refer a child to the school[[2]](#footnote-2) to be assessed for an EHCP plan or following a change in the child’s circumstances for his or her needs to be assessed or reassessed. Any assessment should be completed within the 20 weeks set out in the [SEND Code](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf).

Children being assessed for an EHCP will be dual registered and return, full time, to their mainstream school if the LA decides not to issue an EHCP.

For further information on our school, and the process for obtaining a place here contact [name/number/email]

Other school policies and further information can be found via these links: [then provide links to:

* Equal opportunities
* Information sharing
* The curriculum
* complaints procedure,
* safeguarding policy;etc]

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1. This will need to be amended if the Special Free School is one which the Secretary of State has approved, at assessment stage, as a school which can admit non statemented pupils with SEN (up to 50% of the intake), but in that case the published policy will need to be hybrid of this template and the [mainstream free school admissions template](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/311573/Free_School_Admissions_Template_v2.docx). We can provide a model, on request. [↑](#footnote-ref-1)
2. To refer a child in this way requires the agreement of the school’s home local authority (if the school is in another local authority area), the school and the child’s parents, or the student when he or she is a post 16 student. [↑](#footnote-ref-2)