



JAMES WOLFE CENTRE FOR DEAF CHILDREN

Admission protocol and placement process for assessment places and naming our Designated Specialist Provision (DSP) on an Education Health Care Plan (EHCP).

Welcome to James Wolfe Centre for Deaf Children. We are delighted that you are considering us as a placement for your deaf child; at James Wolfe, working in partnership with the Royal Borough of Greenwich, we have a proud history of providing an education setting where children learn and use sign language to develop their language and access a full and rich education. We are a regional centre offering placements to children in Greenwich and other local authorities.

We offer each child within our centre for deaf children:

- A total communication approach to language development through sign and speech
- Specialised teaching environments
- Daily audiology checks
- Use of radio aids and direct teaching linked to each child understanding of their own deafness
- Integration with mainstream classes
- Reversed integration with hearing peers learning alongside deaf children in Deaf Centre specialist classrooms
- Daily communication with families
- Deaf role models
- Deaf instructor time to develop sign language skills and deaf studies
- Promotion of positive deaf identity
- Individualised learning timetables based on the needs of your child
- Termly parent teacher meetings and IEP reviews
- Annual reviews of EHCP documents
- Free signing classes for families.
- Cued Articulation to access phonics
- Colourful Semantic and Shape Coding to support development of English writing
- A rich a varied curriculum
- BSL and deaf awareness taught through the school to all mainstream staff and children
- Specialist speech and language therapists
- Language development groups

Admissions Criteria

Children applying for our centre will be considered if they meet the following criteria:

1. The child has a moderate to profound level of deafness.
2. The child has speech, language, learning and communication needs that affect their education and requires the use of Sign Language to access the curriculum (in part or whole) and require the use of sign to communicate their ideas and show their understanding of the curriculum in the absence of usable oral language.
3. The child has an Educational Health Care Plan (in draft or complete) or Greenwich Profile of Need which has been discussed by the Local Authority Special Educational Needs panel and has been accepted as suitable candidate for education within a designated special provision for deaf students.

Admission Protocol

Step 1 Enquiry	<p>Enquiries can be made directly with the school. This may come from:</p> <ul style="list-style-type: none">• Parents/Main Carer• Teacher of the Deaf• School Special educational need coordinator (SENCO)• Speech and Language Therapists• Cochlear Implant/Audiology Teams• SEN Teams from Greenwich Local Authority or another Local Authority
Step 2 Contact	<p>James Wolfe Lead Teacher of the Deaf will make contact with the person making the enquiry to find out more information. The Centre Lead will:</p> <ul style="list-style-type: none">• Request further information by email/telephone• Make contact to invite the family, child and the child's current Teacher of the Deaf to visit James Wolfe• Make contact to arrange a visit to the child at home or in their current setting.
Step 3 Observation and initial assessment	<p>Observation and initial assessment enables the Centre Lead to make a decision about whether the Centre for the Deaf could offer a suitable provision for the child's education. Initial visits are conducted:</p> <ul style="list-style-type: none">• At the child's current school/nursery placement• At the child's home• In special circumstances the Centre Lead may invite the child for a morning at James Wolfe – however we feel that initial assessment are better conducted in an environment where the child is settled and confident.
Step 4 Placement type	<p>If the Centre Lead Teacher of the Deaf feels that The Centre for Deaf Children is suitable then we will contact Greenwich SEN to discuss the next steps this may take the form of</p> <ul style="list-style-type: none">• An assessment placement• Request to name James Wolfe Centre for Deaf Children on the child's Education Health Care Plan

Assessment placement

If an assessment placement is required, then the following steps are followed.

Assessment Placement	
1	<p>Request Assessment Placement</p> <p>A request for an assessment place may be made to the James Wolfe Centre for Deaf Children when there is</p> <ul style="list-style-type: none"> • Uncertainty about the appropriateness of the child's current placement. • Uncertainty about a child's communication needs • More assessment is needed about the needs of the student.
2	<p>School and SEN Panel</p> <p>The Centre Lead, Special Educational Needs Coordinator and Head will discuss the child's needs and decide if an assessment place would provide clarity about the needs of the child.</p> <ul style="list-style-type: none"> • If agreed this will be discussed with Greenwich SEN who will work with the school and decide how to move forward. • If refused the child's Local Authority may go through the normal admissions procedure (see 'Request to Name' flow chart opposite) and wait for the next full panel meeting.
3	<p>Agreed Assessment Placement</p> <p>If an assessment placement is agreed:</p> <ul style="list-style-type: none"> • All placements within James Wolfe Nursery are assessment placements lasting until entry to school. • School aged children will be offered a minimum one term placement. • After a period of settling assessments will be administered depending on the age and stage of the child and with regard to their individual needs. • An assessment placement within the James Wolfe Centre for Deaf Children does not guarantee any child a placement. Local Authorities and families will be required to formally acknowledge this. • The child's Local Authority will also agree to manage all transport arrangements and costs (or negotiate this with family), a termly payment for the place and additional support hours(when additional hours are needed)
4	<p>Conclusion of Assessment Placement</p> <p>Once the period of assessment is finished</p> <ul style="list-style-type: none"> • Assessment data and suitability of the placement will be discussed by the Centre Lead, Special Educational Needs Coordinator and Head Teacher. • The Centre Lead will either agree to the family pursuing the naming of James Wolfe or recommend that placement in the Centre for Deaf Children is not appropriate. • If the decision is taken that James Wolfe Centre would not provide the most suitable placement to meet the child's needs this will be fed back to Greenwich Special Educational Needs team and, as needed, we will liaise with the family to plan for the child's next steps.

If, following an assessment placement, the Centre for Deaf Children at James Wolfe Primary School is deemed suitable then the request to name steps are followed.

Request to name James Wolfe Centre for Deaf Children on an Education Health Care Plan

If James Wolfe Centre for Deaf Children is to be named on an EHCP then the following steps are followed. This may be after an assessment placement or may occur without an assessment place being required.

Request to name James Wolfe Centre for Deaf Children on an Educational Health Care Plan	
1	Request to Name The Local Authority with responsibility must contact Greenwich Special Educational Needs team to request that James Wolfe is named on the child's Education Health Care Plan. Contact can be made with Greenwich by email: special-needs@royalgreenwich.gov.uk
2	Greenwich Special Educational Needs Panel This will lead to the child being discussed at the next Special Educational Needs and Disability admissions panel for sensory needs. The Centre Lead will attend this meeting in order to present the views of the school. Panel dates vary for children within Greenwich borough and those from other Local Authorities. The Special Educational Needs team will advise on the panel date where your child's case will be heard.
3	Agreed Place and Offer If agreed, an offer of admission to the James Wolfe Centre for Deaf Children will be made by Greenwich Local Authority. This may include any extra resources that may need to be put in place to ensure that the placement can be successful.
4	Naming on EHCP Once an offer has been agreed and James Wolfe is named on the Education Health Care plan, our school will liaise with the family to organise a start date.

Further information

We hope that this provides a clear overview of the process for placing a child within the Centre for the Deaf at James Wolfe School.

If you require any further information please contact the Lead Teacher of the Deaf Abbygail Field on afield@jameswolfe.greenwich.sch.uk or via the school office on admin@jameswolfe.greenwich.sch.uk