

Castle School



SEND Policy

Status: Approved	Drafted by Liz West	Date approved:	Approved by:
Date to be reviewed	To be reviewed by Liz West	Date shared with staff:	Publish on school website:

Admissions

The decision regarding which school your child should attend is a big one for the whole family. We welcome visits to see our school and encourage you to look at the breadth of information on our website.

For a child/Young person to be admitted, Castle must be named, by a local authority, in the child's education health and care plan ('EHCP').

If you would like to visit, and your child has (or is the process of being assessed for) an Education, Health and Care Plan (EHCP) please contact the school office by email office@castle.cambs.sch.uk . Please include a short description of your child's needs and their DOB.

During your visit you will have a tour of the school with an Assistant Head our main site or Head of site at our Early Years/KS1 provision based at the Fields. The visit will provide you with the chance to meet with staff and pupils; and the opportunity to ask questions and consider if Castle would meet your child's needs.

All school admissions are co-ordinated and managed by the Local Authority (LA). To apply for a place at Castle you need to raise this with your child's current school and contact their SEND caseworker. The caseworker at the Local Authority will then send out your child's consultation papers (contact details for the Statutory Assessment Team are provided further down this page).

Castle will respond to the LA regarding requests for placements within 15 days.

The school will advise of the following constraints on admissions:

1. There isn't a place available in an appropriate class group or appropriate resources available in the school.

2. The young person has other needs outlined in their EHCP that Castle cannot accommodate.

If a place is confirmed the Local Authority will prepare the appropriate paperwork for your child's admission. Where appropriate, the Local Authority will be in contact regarding transport.

Please see attached New Welcome flyers.

Fields site :

https://castlesch-my.sharepoint.com/personal/lwest_castle_cambs_sch_uk/Documents/Documents/2025/WBSITE/Admissions/New%20welcome%20flyer%20Field.pub

Castle mainsite:

https://castlesch-my.sharepoint.com/personal/lwest_castle_cambs_sch_uk/Documents/Documents/2025/Website/Admissions/New%20welcome%20flyer%20Main%20site.pub

If you are unsuccessful with your application to Castle School, there is the option to appeal to the SAT Team.

Statutory Assessment Team

SCO2209

Scott House

5 George Street

Huntingdon

PE29 3AD

01480 372600 or email Start@cambridgeshire.gov.uk

Further information [SEND Information Hub \(Local Offer\) \(cambridgeshire.gov.uk\)](#)