

## No internet?

If you don't have internet access at home, why not visit your local library? Just call **0300 200 1001** to book a computer and you can use the internet for free.

Or to request a paper application form you can either:

- call your child's SEND case worker.
- if your child currently attends a special school, you can ask the school for a copy of the paper application form.

Please do not ask mainstream schools for an application form as they will not have supplies.

[www.surreycc.gov.uk/  
sendadmissions](http://www.surreycc.gov.uk/sendadmissions)

## Other contacts

If your child does not have an EHCP or statement of SEN, you will need to apply for a school place through our Admissions and Transport Team.

More information about how to apply can be found on their website at:

[www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions)

Applying for a school place for a child with an EHCP or statement of SEN?



**APPLY  
ONLINE!**

## How do I apply?

The quickest and easiest way to apply for a school place is online.

[www.surreycc.gov.uk/sendadmissions](http://www.surreycc.gov.uk/sendadmissions)

Visit this website to access the application form and more information on the application process and admission arrangements. It is important that you consider this information carefully when you make your application.

You can submit your online application at any time from 1 September 2016.

The closing date for specialist requests for junior and secondary applicants is 15 September 2016, as the initial round of placement meetings takes place in November. For junior and secondary mainstream only requests, applications need to be submitted by 31 October 2016.

For Reception places, the initial round of placement meetings takes place in March, so we suggest that Reception applications are submitted by 15 January 2017.

## What else do I need to know?

- Find out as much as you can about the schools you wish to apply for - either attend an open evening, visit the school, speak to the school's SENCo or research what they offer online.

- If you have more than one child applying for a school place you must make a separate application for each of them.

- If you live in Surrey you must apply to Surrey, even if the schools you list are outside of Surrey.

- When applying online you must make sure that you correctly list the borough or district in which you live to ensure that your application reaches the correct team.

- Don't forget to press the 'submit' button at the end of your online application.

## Important dates

1 September 2016

You can apply online for a school place.

15 September 2016

Closing date for secondary and junior specialist requests

31 October 2016

Closing date for secondary and junior mainstream requests.

November 2016

Initial round of placement meetings for secondary and junior take place regarding places at special schools or specialist units for children whose needs have been deemed appropriate.

15 January 2017:

Closing date for primary applications for children starting school in Reception.

March 2017

Initial round of placement meetings for Reception applications take place regarding places at special schools or specialist units for children whose needs have been deemed appropriate.