

## In-year admissions to Manor Academy

**Your child's school and parents will request the need for change of placement at annual review**

- *your child needs a statement / EHC plan.***
- *An educational psychologist report helps back this up which your child's school should arrange***



**Your child's paperwork will be considered at a panel meeting where change of placement will either be agreed, or not.**

**If agreed, they will then send it to Manor Academy who have a 15 day consultation period to say if we think we can accommodate your child's needs or not, or if we have spaces in that year group.**



**If Manor Academy can take your child on an assessment place, we will contact you and your child's school about transition**



**If Manor Academy can't take your child then the Local Authority will consult other schools and speak with you about other choices**



**If your child completes a successful assessment placement then Manor Academy will offer a permanent placement and agree funding with the local authority.**

If you have any queries or need any help and support then please contact:

Mrs Sara Nolan (Director of Autism / Senco) 0161 9761552 / [snolan@manoracademysale.org](mailto:snolan@manoracademysale.org)