



Contact the School and parent to clarify the arrangements for the GDC

- For Academies, establish whether the Governors want LA representation, if not, ask the parent if they would like to request LA representation, if it is a maintained school we automatically attend.
 - Offer advice as required to the Head and Governors on the process and running of the GDC Hearing and on information required for the GDC (guide available on schools intranet)
 - Offer advice as required to the family on the process and running of the GDC Hearing
 - Request notification of proposed GDC date for our records and to ensure a LA representative can attend
- Once GDC date confirmed, open a Relocation on EMS ONE**

If the child has an EHCP/SEN Statement SEN Officer and SIO to negotiate who is best to attend, if not both

LA Maintained School or Academy where Governors confirm they will invite LA

Identify which SIO can attend and email the GDC Clerk, copying in social.inclusion@oxfordshire.gov.uk with their contact details, requesting the GDC Bundle is emailed / sent securely direct to them 5 school days ahead of the GDC.

If Academy Governors don't invite LA but the parent requests a SIO attends

Identify which SIO can attend and email the GDC Clerk, copying in social.inclusion@oxfordshire.gov.uk with their contact details, notifying that SIO will attend at parent's request **requesting the GDC Bundle is emailed / sent securely direct to them 5 school days ahead of the GDC.**

For Academies, if neither the parent nor Academy Governing Body invites SIO to attend

There is no role for us in preparing a report or attending the meeting. Contact the Clerk, copying in social.inclusion@oxfordshire.gov.uk acknowledging that we are not attending and ask that after the hearing the decision is emailed, attaching the letter to parents, to pex@oxfordshire.gov.uk. (See below for actions following GDC decision)

Update EMS ONE Communication Log with details about the GDC date using prefix 'GDC info'
You must copy emails to social.inclusion to ensure PEX Admin can update Exclusion on EMS ONE

Receive social.inclusion email confirming GDC Date and SIO attending
Update Exclusion in EMS ONE

Prepare LA Statement for the GDC (using template)

- Check it with a colleague
- If maintained school or invited by the Academy**
- Send it to the Clerk of the GDC (email signature) copying in social.inclusion@oxfordshire.gov.uk
- If you are attending at the parent's request**
- Send it to the parent copying in social.inclusion@oxfordshire.gov.uk offer time before the GDC to talk it through with them if required
- Add email to EMS ONE Communication Log using prefix 'GDC'**

If the child has an EHCP/SEN Statement SEN Officer will share writing the LA Statement

On receipt, upload LA Statement into Document Manager

Attend the GDC

- Ask that the Clerk email the decision, attaching the letter to parents, to pex@oxfordshire.gov.uk
 - Keep GDC bundle for at least 15 days in case parent applies for IRP – Independent Review Panel. After that, shred securely
- Update EMS ONE Communication Log that you attended GDC Hearing**

On receipt, upload GDC decision letter into Document Manager
Update EMS ONE

If the PEX is upheld

- Contact the parent and discuss whether they want to take the matter to an Independent Review (see 'Process of Independent Review') if they do, explain that you will still need to proceed with searching for a new school to avoid any delay and continue with IYFAP Process
- If parents do not wish to appeal just continue with the IYFAP Process

If the PEX is overturned

- Contact the parent and discuss the outcome and confirm that the child will return to the school/Academy. In some cases the parent may want their child to attend another school, if so they would need to apply for a place through admissions, you may advise on how to do this and provide a CAPF form

Identifying the next placement

Child without EHCP/SEN Statement even if application made

Contact the parents to discuss finding the next placement via IYFAP, obtaining any preferences or views and explain that if they do not wish to accept the place offered by IYFAP then they may wish to pursue their own application via admissions (at this stage do not send a CAPF form)

Update EMS ONE Communication Log using prefix 'Relocation info'

Contact relevant agencies/professionals

- Update and explain/clarify process
- Seek relevant information/advice about the child's needs/existing support

Follow IYFAP Process and Process for In-Year Admissions

Once school identified and agreed

- clarify arrangements for integration and start date, SIO may be asked to attend admission meeting
- Update EMS ONE Relocation and add any detail to Communication Log with prefix 'Relocation info' then end the Reintegration and Relocation once the receiving school has confirmed the pupil's start date at IYFAP**

Child with EHCP/SEN Statement including proposed EHCP/Statement

- If the child has an EHCP, proposed or final SEN Statement the SEN Officer will lead on finding the school.
- Discuss preferences of school with parent
- Where appropriate contact the School(s) to negotiate a place
- Send consultation letter (15 school days to respond)
- Notify SIO of outcome so they may update the Relocation on EMS ONE

End Relocation

Update Relocation on EMS ONE