

## What to do if a Somerset CLA is moved to a school in another Local Authority.

1. The Virtual School Education Advisor will be involved by the Social Worker in any discussion around the movement of a Somerset Child Looked After.
2. If the child has Special educational Needs identified in and EHCP or Statement of SEN, the SEND team in Somerset must lead on decisions around a new school place.
3. Somerset Virtual School will make contact with the Virtual School in the new LA to identify appropriate provision and ask for advice re placing the child.
4. The Virtual School will advise and support the Social Worker as they work through the admission process in the new LA.
5. Please refer to the virtual School 'Admissions' document for guidance around appropriate provision/schools for CLA.
6. The child should remain on their Somerset school roll until the new school requests the Common Transfer Form (CTF) which indicates they are officially on a new school roll.
7. All Children Looked After, in care to Somerset Local Authority remain on Somerset's Virtual School roll wherever they are educated. They are subject to Somerset PEP and Pupil Premium arrangements.
8. Somerset's Virtual School will ensure the new Virtual School is aware of the new CLA in their area.
9. Somerset Virtual School will notify attendance monitoring organisations of the change in school.