

Reception Intake – ASD Base: School Tour Information for Parents

Dear Parents and Carers,

We understand that choosing the right school setting for your child is an important decision, particularly when considering specialist provision such as our ASD Base.

To support families during the Reception intake process, we offer school tours specifically designed for parents and carers interested in a place within our ASD Base. These tours provide an opportunity to:

- Visit our ASD Base environment
- Meet key members of staff
- Learn about the support we provide for children with autism
- Ask any questions about our provision and transition process

How Tours Work:

- Tours are by appointment only and are scheduled during term time.
- **If your child has an EHCP in place and a confirmed diagnosis of Autism**, you are welcome to book a tour during the school day. This allows you to see the school environment in action and observe how our provision supports children throughout the day.
- **If you are at the beginning of the process and are still awaiting an EHCP or a formal diagnosis**, we kindly ask that you book an *after-school* tour. This ensures we can offer a calm and informative visit while maintaining the routines and support structures in place for current pupils.
- Tours are for parents and carers only. We kindly ask that children do not attend at this stage to minimise disruption and ensure you can focus on the visit.

Booking a Tour:

To book a place on an upcoming tour, please contact the Oak Field office directly by phone or email. Once booked, we will confirm the date, time, and any additional information you may need.

Please note that attending a tour does not guarantee a place, as placements in the ASD Base are allocated through the Local Authority's EHCP (Education, Health and Care Plan) process.

We look forward to welcoming you and sharing more about how we support our Reception children within the ASD Base.

Warm regards,
Claire Worthy

Head of Base

In year Intake – ASD Base: School Tour Information for Parents

- Tours are by appointment only and are scheduled during term time.
- **If your child has an EHCP in place and a confirmed diagnosis of Autism**, tours will only be offered if there is an in year space available
- **If you are at the beginning of the process and are still awaiting an EHCP or a formal diagnosis**, tours will not be offered at this stage.
- Tours are for parents and carers only. We kindly ask that children do not attend at this stage to minimise disruption and ensure you can focus on the visit.

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