

Woodsetton School



# Admissions Policy

This policy was reviewed and updated in December 2023

The next anticipated review date will be December 2024

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## **Admissions Arrangements**

Woodsetton School caters for pupils who have a significant learning difficulty. In addition, the majority of pupils have one or more additional need, which may include speech and language difficulties, autistic spectrum disorder, ADHD, a physical disability and/or medical needs.

We have the same pupil designation as The Brier School, Halesbury School, and The Sutton School. Pens Meadow and Old Park School are designated for and have vast expertise in meeting the needs of the most complex pupils with severe and profound learning difficulties.

Woodsetton School do not choose the pupils who attend the school, but are part of the process, working closely with the Dudley SEN team to identify the number of places available in school and the pupils whose needs we can meet. The Local Authority send reports and a consultation form for individual pupils to Woodsetton schools Head teacher, and if felt necessary a member of the senior leadership team may make a pre-school or school visit before returning the consultation form.

When parents of pre-school children are looking at specialist provision, the pre-school teacher may visit Woodsetton School with parents, to support them in deciding whether they feel Woodsetton School is the most appropriate placement for their child.

When a place has been allocated by the SEN team after consultation with the school; general forms are completed including Medical, General Consent for outdoor activities, Pupil Information and the Home School Agreement. A Care Plan may need to be written before entry to the school if the pupil has complex medical needs.

There is a carefully planned induction for pupils which involves a parent meeting and visits to a pupil's new class. All pupils usually attend school on a full-time basis, although in some circumstances, phased induction may be necessary. Parents may telephone or contact school regularly during their child's initial settling in period and can communicate via the Home/ School book or class email. The school website has further details about the school, including detailed policies and procedures.

Parents and Carers are also welcome to phone the school office and ask for paper copies of any policies.

Requests by parents regarding transport arrangements should be Directed to Children's Services 01384 814237.