



# WESTFIELD SCHOOL

## POLICY AND PROCEDURE

### Admissions Policy

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# **WESTFIELD SCHOOL**

## **POLICY DOCUMENT**

### **ADMISSIONS POLICY**

Admission of pupils to Westfield school is dependent upon the existence of an Education, Health and Care Plan (EHCP), stating that a young person has a combination of needs that could be best met by attendance at a specialist provision. Occasionally, pupils below statutory school age can access an assessment placement, prior to an EHCP being finalised, but is likely to meet the criteria for entry to specialist provision. Admissions to Westfield School is determined by the Local Authority (LA) following the consideration of multi-disciplinary advice received about a Child or Young Person's special educational needs, and/or disability (SEND). The Local Authority is Herefordshire Council's Children's Wellbeing Directorate.

All pupils on roll at Westfield school have been assessed as having a learning difficulty and/or disability, and may have characteristics that include:

- Severe Learning Difficulties (SLD)
- Profound and Multiple Learning Difficulties (PMLD)
- Multi-Sensory Impairment
- Autistic spectrum disorder (ASD);

#### **The Admissions Process**

The Admissions Process at Westfield School is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE).

Both codes are available from [www.gov.uk/government/publications/school-admissions-appeals-code](http://www.gov.uk/government/publications/school-admissions-appeals-code)

- The level and type of provision required by a Child or Young Person is considered and described at the point of agreeing an Education, Health and Care Plan, (previously statement of special educational needs) or at an annual review.
- The school receives consultation papers from the LA, and has fifteen days in which to respond.
- The school reviews all documentation and considers whether the pupil's needs can be met, and whether the school has appropriate space, staffing and resources to accommodate the pupil within its existing operational organisation.
- Parents/carers, prospective pupils, their teachers and supporting professionals are advised, and welcomed, to visit the school by prior appointment.

- School staff will sometimes visit the pupil's school and family as necessary.
- Once a place at Westfield has been formally offered a transition programme will be planned for the child or young person on an individual basis and may include taster sessions or a phased entry into school life if that is requested and thought appropriate.
- Children and young people can be admitted to Westfield School between the ages of 2-19 depending on availability of spaces.
- Due to the all-through characteristic of the school, strategic planning requires that year groups remain similar sizes in order to enable those who leave at the higher end of the school to be replaced by equivalent intake in the lower classes as they progress through the year groups.
- Due also to the tendency of increased numbers of transitions to special school from mainstream at the end of a school phase, we endeavour to keep primary year groups to a maximum of three, and secondary year groups to a maximum of five.

We believe it is important that all prospective families are able to be aware of and evaluate all the local options available to children who have an EHC Plan or Statement of Special Educational Needs. We welcome informal visits by families without obligation or without waiting for the L.A. to name Westfield School.

### **Consideration of Additional Criteria**

The school is commissioned and funded for a set number of places, based on the previous January's school census. If the composition of admissions consulted over looks likely to exceed the number of planned places, per year group, or lead to:-

- class sizes becoming too large for effective teaching;
- health and safety procedures likely to become compromised; or
- the financial resources required to provide specialised equipment or additional support becoming totally inadequate,

then the Governing Body, in consultation with the Headteacher and LA, will decide whether pupils should be admitted. The Governing Body will make its views known immediately to the LA who ultimately have the responsibility to provide an appropriate education for all children.