

WOOLLEY WOOD SCHOOL



Admission Policy

Chair of Governors:

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Headteacher:

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This document is available to Governors, Staff and can be accessed either by hard copy (located in School Office) or electronically in Staff Share on the school network

Woolley Wood School provides education for children with severe and profound learning difficulties and disabilities. Many of our pupils have additional needs in the areas of mobility and physical development, vision, hearing and communication, including autism.

Children are placed at Woolley Wood by Sheffield Children and Young People's Directorate (SEN Department) after careful assessment of their educational needs. Some children are admitted to the nursery during the assessment process. The Special Educational Needs Code of Practice requires reports from educational, psychological and medical specialists. Parents must be involved and their views taken into account at every stage. Initial referral for special education may come from parents, family doctor, paediatrician, headteacher or educational psychologist. Post-five pupils, who usually already have a statement of Special Educational Need/ Education Health Care Plan, are sometimes also transferred from other special schools or mainstream schools.

A visit to Woolley Wood School is arranged for parents and child before a decision is made about school placement. Some parents choose to visit on their own, others prefer to come with an educational psychologist or other professional support.

When the decision that the child is to be admitted to Woolley Wood has been made, further visits are encouraged to discuss with us the child's needs, arrangements for transport, school meals and other practical matters. Staff also visit the child if they have a placement e.g. at another nursery, or school which provides an opportunity for liaison with the professionals working with the child. A home visit before admission is also organised. Specialist staff working at Woolley Wood e.g. physiotherapist, occupational therapist are informed and do home visits if the child requires special equipment for use in school.

An interview with the new parents is arranged either before admission, or on a child's first day, to discuss their child in detail and an Admission Form is completed. These details are distributed to all the staff who will be involved with the child. The statutory admissions register is also completed and the child is entered into the school database. During the visit the parent is given the opportunity of talking to the school nurse about their child's medical needs and all the other staff who will be involved with the child.

On the first day or so, parents are encouraged to stay with their child, to help him/her to settle down. They are then welcome to come into school at any time, if their child is in the Foundation Stage.

FOUNDATION STAGE

Some pupils are admitted from 2 years and these very young children are offered 2 session. The term after the child turns 3 they will be offered 15 hours a week. In the academic year that a child reaches 5 they will be offered a full time place from the parents' choice of Autumn, Spring or Summer