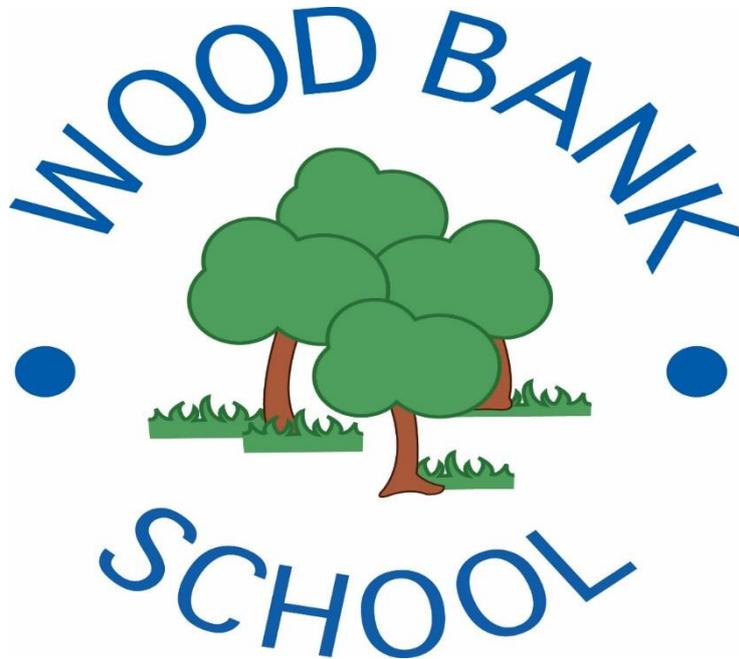


WOOD BANK SCHOOL



ADMISSIONS & TRANSITION POLICY

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| Policy Ratification | October 2018 |
| Review Date | October 2019 |
| Signed (Headteacher) |  |
| Signed (Chair of Governors) |  |

Equality Statement

At Wood Bank School we intend to provide a safe, secure, caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities. National legislation re disabilities, race relations and special education needs underpin this policy, which has also taken into consideration national, local and school policies on Special Educational Needs, Gifted and Talented, Equal Opportunities and Health and Safety.

Philosophy

This policy aims to outline the criteria used for admission to Wood Bank School. The LEA is the admissions authority but as a school we reserve the right to have discussions with the SEN Team to ensure children are rightly placed to reach their potential.

Wood Bank is a primary aged generic special school catering for pupils with moderate, complex and profound learning needs. Children enter Wood Bank School at various points of the primary stage. The majority come into our nursery having attended a range of settings e.g. Child Development Unit Groups, private nurseries, etc. Some move to Wood Bank from mainstream schools.

Children can leave Wood Bank at various points during the primary stage. The majority of pupils however, leave at the end of Year 6 and transfer to Ravenscliffe High School which is a Secondary generic Special School also located in Calderdale. Some children move from Wood Bank to mainstream primary and secondary schools if it is considered appropriate.

The school aims to ensure that the transition programme either on entry to or when leaving Wood Bank is designed to take account of the individual needs of each child and to ensure that transition is as smooth as possible for each child.

Procedures/Practice

- Pupils are referred for placement by the Calderdale Local Authority.
- The school would expect that all children who are referred for admission have severe or complex learning needs and may have other learning needs including;
 1. Sensory Impairment
 2. Physical Difficulties
 3. Behavioural Difficulties
 4. Autism
 5. Medical Needs
 6. Communication Difficulties
- All pupils who attend Wood Bank School are in receipt of an Education, Health & Social Care Plan (EHC) or Statement of Special Educational Needs. The requirements of the EHC/Statement are considered as part of the admissions process.
- Some pupils who attend a mainstream school may attend on a sessional basis. This also has to be authorized by the SEN Team of the LA

- The Head or Deputy regularly attends the Early Years Admissions Meetings with the Local Authority to discuss possible pupils who have been referred for the following September.

Children can be referred for admission through;

1. The LEA
 2. Early Years Team
 3. Sensory Support Service.
 4. ASD Team
- Parents/carers can request to visit the school and are usually accompanied by a member of the Early Years or ASD Team.
 - If the Head and Governors do not feel the school can meet the special educational needs of a pupil then the Local Authority will be informed and reasons clearly stated.
 - There are currently 70 places at Wood Bank School.

Entry into Wood Bank at Nursery or Reception

- Children visit with their parents as often as it is deemed necessary by parents and the other professionals involved
- The Class Teacher and a member of the SLT from Wood Bank attend the Team around the Child Transition Meetings which are normally held in the summer term before the child is due to start school. Paperwork for transport will be completed during this time.
- The Family Liaison Officer and class teacher conduct a home visit to meet the child and his/her parents/carers
- If the child is regularly attending another setting e.g. Jubilee Centre, Private Day Nursery, staff from Wood Bank will also visit the setting to observe the child
- Children who acquire a Nursery place at Wood Bank School will get 15hrs in Hedgehogs/Squirrels class which is either Monday, Tuesday, Wednesday am or Wednesday pm, Thursday, Friday.

Transition from Wood Bank to Ravenscliffe High School

- Parents and carers visit Ravenscliffe during Year 6
- The Ravenscliffe Head Teacher or another member of their Senior Leadership Team attend each child's Year 6 Annual Review Meeting
- During Years 5 and 6, children attend Ravenscliffe to participate in a range of sports and PE activities e.g. using the specially adapted bikes.
- During the spring and summer terms of Year 6 the Key Stage 3 leader from Ravenscliffe visits Wood Bank to spend time in class to get to know the children and exchange relevant information with our staff
- During the summer term of Year 6 children attend Ravenscliffe with staff from Wood Bank for two half days and without staff from Wood Bank for one day
- Assessment data and individual files are transferred to Ravenscliffe prior to admission.

Transition from other schools

- If the needs of a pupil from another school are felt to be better met through attending Wood Bank, the existing school are expected to consult with the SEN Team. It is hoped that the Head from the existing school would make contact to arrange for a member of staff to visit to see the child in situ.
- The SEN team will forward the child's EHC/Statement for the Head to read.
- Where a review meeting is called to discuss the needs of the child and their placement Wood Bank School would expect to be invited.
- Parents should visit so that they can see how their child's needs can be met.
- The SEN team will make the final decision on any placement
- Once agreed the Head will liaise with the existing school and parents to arrange a smooth transition. The transition will involve:
 1. Visiting the child in their existing school/Early Years setting
 2. Child coming to Wood Bank to familiarize themselves with the school and their new class staff/peers
 3. LA and existing school to forward any documents and reports relating to the child prior to admission including assessment data
 4. Family Liaison Officer to visit parents at home with class teacher to complete Wood Bank admission paperwork and complete any relevant documentation
 5. If the child is of Reception age or older they will attend school full-time from date of admission.

Responsibilities for Leading, Monitoring & Evaluating

- The Headteacher and Deputy Headteacher of Wood Bank lead, monitor and evaluate the Admissions process through;
 - Attending regular LA Admissions meetings
 - Collaborating with a range of multi-agency professionals including; Wood Bank school staff, Ravenscliffe and mainstream school staff and the SEN, Early Years and ASD Teams
 - Touring with prospective parents/carers
 - Responding to formal placement requests from the LA
 - Regularly reporting back to the Board of Governors

