



## **Woodside Group Admissions Policy**

### **Overview and Purpose**

Woodside Group is a collection of Independent Special Schools providing holistic education packages for students, aged 5-19, with an Autism Spectrum Disorder. All schools within Woodside Group are approved by the Secretary of State for Education in accordance with Section 41 of the Children and Families Act 2014.

### **Documents which Inform the Content of this Policy**

- Equality Act, 2010
- Children and Families Act, 2014 (In particular, Sections 37-50)
- Education Act, 2002 (In particular, Section 10)
- School Admissions Code of Practice, 2014
- School Admissions (Admissions Arrangements)(England) Regulations, 2008

### **Woodside Group is committed to...**

- Ensuring that each referral is dealt with as efficiently and expediently as possible.
- Keeping numbers at each school site to a maximum of 8 students.
- Providing a positive dynamic at each school site through careful management of the cohort.
- Meeting the needs of all children at the point of admission through dissection of student specific documentation and collaboration with parents to make reasonable adjustments, where necessary.
- Supporting families through the admissions process, including a managed induction process for each student.

### **Referrals**

Policy Owner: Director of Education

Last review: September 2020

Next scheduled review: September 2021

Upon receipt of a referral from the Local Authority, the Transitions Lead will request the following documentation:

- Education, Health and Care Plan;
- Review notes from the educational establishment most recently attended by the child;
- Looked After Children (LAC) Review for young people in care
- Any psychiatric, psychologist, social worker, occupational therapist, speech & language therapist, or any other professional reports, which may be of relevance.

Dissection of these documents by the Transitions lead and Proprietor/Director of Education, in conjunction with review of the Admission Criteria (listed below) and liaison with parents/carers at an initial school visit, will allow us to ascertain whether we can sufficiently meet the needs of the child and offer them a place at one of our schools, which we will then confirm, in writing, to the relevant Local Authority.

### **Admissions Criteria**

The child/young person for whom we receive a referral must:

- be aged between 5-16 at the point of application;
- have a diagnosis of an Autism Spectrum Condition;
- have an Education, Health and Care Plan, which states the need for a specialist provision and, thus, have agreed funding in place from the Local Authority in which they reside;
- have an understanding of, and commitment to, the programme Woodside Group will offer. (This also applies to parents/carers);
- have the appropriate skills, aptitude and behaviours to satisfy the vacancy, including assessment of potential cohesion with the current cohort, in line with the Children and Families Act, 2014 (39)(4)(b).

### **Once Confirmed**

Once a child is confirmed as having a place at one of Woodside Group's schools, a meeting will take place between the Director of Education, Transitions Lead, Assessment & Curriculum Manager, Head of Base (for the appropriate site) and the Family Link Worker. Through this meeting, an individualised package for each child will be discussed, with reasonable adjustments to the base taken into consideration. Also discussed will be the induction process for the young person, all of which will be communicated to parents/carers.

Policy Owner: Director of Education

Last review: September 2020

Next scheduled review: September 2021