



# **Admissions Policy**

**Reviewed - February 2020**

**Reviewed - October 2017**

**Reviewed - May 2021**

## **Aims**

- 1) To establish clear and rigorous procedures for the admission of pupils into Woodlawn School.
- 2) To ensure statutory requirements are met.

## **Legal Position**

This policy is based on the requirements of the Education Act 1980 which lays down that schools should set out "clear, reasonable and objective" criteria for admission if they are over-subscribed. Particular attention has been paid to Circular 6 / 93.

## **Guidelines**

1. The policy of parental preference as detailed in the 2001 Education Act is applied to all admissions at this school. Once a pupil has a statement of special educational needs or Education Health and Care Plan (EHC) provided by an education authority parents can express a preference for a particular school at which they wish their child's needs to be met. If this school is satisfied after discussion with the parents and other professionals that the school can meet the young persons needs then they will be admitted.
2. Pupils are admitted from anywhere in North Tyneside although pupils from other authorities will be considered for a place should the parents request this. These pupils will normally have been discussed at North Tyneside statement panel before a place can be given.
3. Pupils can also be admitted for assessment places especially at Nursery age. At other ages pupils may be admitted for assessment whilst awaiting a decision by the authority. If after initial assessment placement at Woodlawn School it is not considered suitable this will be agreed at a multi-disciplinary statement agreement meeting. Future placement at Woodlawn School is dependant on assessment and decisions made at Annual Educational Reviews.
4. Pupils can be admitted at any time in the school year although it is easier for pupils to start at the beginning of a term or half term.
5. Pupils can be admitted at any time in their school career although it is easier for pupils to join us at the beginning of a Key Stage.
6. The school will accept pupils from the age of three although these very young pupils will usually be admitted part time in the first instance with their time in school increased gradually after discussion with parents until the statutory school age.
7. If pupils are admitted from other educational establishments within the school year careful individual transition arrangements will be made with the young person's previous school. Similarly if a young person transfers from Woodlawn to elsewhere.
8. As Woodlawn is now a Trust school it still will agree a planned place number under the Local Management Scheme for Schools (L.M.S.S) every year. If the numbers become too large a waiting list will apply, after discussion with the LA and Governors.
9. The waiting list admits pupils to any places which become available in the following order :

The next person on the list in chronological order unless

- a) the admission of that pupil would take the relevant class above an acceptable teaching number.
- b) the pupil is from another authority when there are pupils from North Tyneside also on the list.
- c) the pupil of statutory school age is already receiving education in another establishment in which case they will be given priority over pre-school pupils.

## **Procedures**

- **Admissions**

Prospective nursery pupils will be shown round by the Deputy Head or another relevant professional. They will be given the opportunity to spend time in the relevant classroom and discuss issues with the class teacher. Parents will be able to visit the school, prior to making a decision, on other occasions should they wish to do so and will be invited to ring with any further queries. All parents will be given an up to date copy of the school prospectus.

Once a decision has been reached and a starting date agreed colleagues in the multi-disciplinary team will be informed of the child's admission and the referring agency or school will be asked for transitional information. Transport will also be arranged where appropriate.

- **Waiting List**

This will be completed by the Headteacher and will be available for inspection on request. Parents will be informed of their child's place on the list and a possible prospective starting date in writing. Parents have the opportunity to appeal to the governing body if they feel these procedures have not been strictly adhered to in the case of their child.

Details of these procedures are available on request.