



Woodsetton School
Admissions Statement

Date of Last Review: October 2018

Date of Next Review: October 2019

Person Responsible: Head teacher (Miss Jodie Colbourne)

Woodsetton is a special school catering for pupils with speech, language and communication difficulties and/or moderate learning difficulties. Several of our pupils have Autistic Spectrum Conditions. A small number have physical difficulties.

To be considered for a place, a pupil will have, or be in the process of receiving, an Education Health and Care Plan (EHCP). The plan will clearly identify the pupil's specific special educational needs and disabilities.

Pre-Visits

Visits to the school may take place prior to naming the school on a plan. Parents and carers are invited to look around the school and talk to the Head teacher and school staff. Parents and carers will be given a copy of the School's Prospectus during the visit and invited to look on the school website and most recent Ofsted report for further information about the school.

Consultation

The Local Authority is responsible for the Education Health and Care Plan and retains the responsibility for deciding whether to name Woodsetton School in the plan, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Woodsetton School before naming the setting in a plan. A request for a place at Woodsetton School must be agreed by the school and the LA SEN panel. The Head teacher will look at a range of information to make an informed decision. The Head teacher has 15 calendar days in which to respond to the formal consultation.

Multi-Agency Contact

The Head teacher may contact the previous setting or agency to discuss the suitability of the placement, and school staff or the Head teacher may make a home or school visit if necessary.

Prior to Starting

Documentation including emergency contact details and permissions will be sent to parents and carers prior to a pupil starting. Parents are encouraged to complete the forms at the school and discuss any medical needs and special requirements with the school nurse and staff. A health care plan will be completed following discussion with parents and carers and the following forms will also be completed: - medical, general consent for outdoor activities, pupil information, uniform order, and home school agreement. We will also send information about home to school transport that is arranged by the Local Authority.

Transition plans will be made on an individual basis. In some circumstances, phased induction may be necessary. For some pupils, we may need to write risk assessments or purchase specialised equipment and training for staff prior to the child starting school.

Relevant information from other establishments or agencies will be requested.

Admission dates are usually in September, although we do on occasion have pupils join us midyear.

Woodsetton will not agree to admission where it is felt that

- the school is unsuitable for the student's age, aptitude or special educational needs
- attendance at the school would be incompatible with the provision of efficient education for other pupils
- attendance at the school would be incompatible with the efficient use of the school's resources

Parents and carers may contact Dudley LA SEN Team using the following details

The Special Educational Needs & Disabilities (SEND) Assessment Team

Ladies Walk Centre,
Ladies Walk
Sedgley,
Dudley,
West Midlands.
DY3 3UA

01384 814360

senteam@dudley.gov.uk

<https://www.dudley.gov.uk/resident/localoffer>