



**WOODSETTON SCHOOL**  
**ADMISSIONS STATEMENT**

Date of Last Review: September 2021  
Date of Next Review: September 2022

### **Our school**

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

To be considered for a place at Woodsetton, a pupil will have, or be in the process of receiving, an Education Health and Care Plan (EHCP). This 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 Woodsetton on a plan. Parents/carers and children are warmly invited to look around the school and talk to the Headteacher and school staff. Parents and carers will be given a copy of the school's parent handbook during their visit and are invited to look on the school website and most recent Ofsted report for further information about the school.

### **Referrals**

Referrals can be made from a number of sources such as mainstream or other special schools, pre-school assessment units, nurseries and enhanced nurseries. Parents can also make representations to the Local Authority.

### **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. The Headteacher will look at a range of information provided by the LA to make an informed decision. The Headteacher has 15 calendar days in which to respond to the formal consultation. A request for a place at Woodsetton must be agreed by the school and LA SEN panel.

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

If a place is not agreed an appeal procedure through the LA can be followed.

### **Multi-Agency Contact**

The Headteacher may contact the previous setting or agency to discuss the suitability of the placement, and school staff or the Headteacher 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 school and discuss any medical needs/special requirements with staff and the school nurse. If required, a health care plan will be completed following this discussion with parents and carers. Other key documentation such as general consent for outdoor activities, pupil information, use of photographs and the home school agreement will be shared and completed. We will also send information about home to school transport that is arranged by the Local Authority.

## Woodsetton School

Prior to starting Woodsetton, relevant information from other establishments or agencies will be requested.

### **Commencing Woodsetton**

Admission dates are usually in September, although we do on occasion have pupils join us mid-year. Individualised induction/transition programmes will be arranged in order to ensure a smooth start at Woodsetton. In some circumstances, a phased induction may be necessary. For some pupils, we may need to write risk assessments or purchase specialised equipment and carry out specific training for staff prior to the child starting school.

Parents may telephone or contact the school regularly during their child's initial settling in period. We will also telephone home/correspond in the Home/ School Book on a regular basis.

During the first term, a meeting will be arranged by the class teacher who together with teaching assistants and parents/carers, can discuss the placement of the child, progress made and how the child has settled into school.

For more information parents and carers are advised to 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](mailto:senteam@dudley.gov.uk)

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