

# Willow School Policy



## Admissions Policy

Date : September 2024

Review Date: September 2025

## **Aims**

This policy aims to:

- Provide a clear understanding of the criteria for admittance
- Provide an overview of the application process
- Explain how we might agree the appropriateness of the placement and the method by which a working partnership between all stakeholders can begin

## **Admissions Criteria**

- Children may have a primary diagnosis of autistic spectrum disorder
- Children with communication and interaction and cognition and learning needs
- Any additional diagnoses of either learning disabilities or medical conditions must be assessed on an individual basis, to determine whether or not the school will be able to meet the child's needs. A doctor's certificate may be required prior to admission
- Children must have an EHCP
- Children must be within the age range of 7-14 years inclusive

### Additional Factors:

The following factors will further inform whether Willow School is suitable for the child or young person and whether their admission would be compatible with the efficient education of other pupils:

- Whether other pupils attend Willow School with a similar level of ability and range of skills
- There is an appropriate peer group for the particular child
- If there is a secondary diagnosis, whether these needs can be met within the school
- Whether medical needs can be accommodated within the current staffing arrangements, premises facilities and staff training
- Medical needs requiring on site nursing care cannot be accommodated

## **Admissions Procedure**

Our places are commissioned and agreed by Lincolnshire County Council. If the Local Authority recognises that a child's needs will be best met by our expertise they will make a referral to us. At this time, the Local Authority will make all relevant papers relating to the prospective pupil available to the school. This will enable an informed decision to be taken as to whether the placement would be appropriate.

If it would appear from the initial enquiry that a placement at Willow School may be suitable for the prospective child, the following procedure will ensue.

1. The school's senior leadership team will assess the needs of the child.
2. The parents and child will be invited into school for a visit and a meeting with the school staff.

3. Following the visit, parents will feedback to the child's caseworker and school will feedback to Lincolnshire County Council.
4. The final decision lies with Lincolnshire County Council and the placement will be confirmed by them.
5. If confirmed, parents will be asked to complete all school admission paperwork and submit this to the school.
6. Parents will also need to make their application to the Transport Team at this time.
7. The school proprietor will arrange contracts and start dates with Lincolnshire County Council.
8. Children may enter the school at any time during the school year. When a start date has been established the school will arrange a pre-admissions call with the family to plan transition, discuss transport details and any further information.
9. The pupils details will be added to BromCom with a personalised profile created.
10. Within the first few weeks, pupils will have their baseline assessments and Holistic Pupil Assessment.
11. After four weeks, school will arrange a post admissions meeting with parents to feedback assessments, next steps and share updates on how their child has settled.

If you have any queries around your child attending Willow School, your initial point of contact should be your child's caseworker.

Please note, we are unable to arrange any viewings of the school until a referral has been made by Lincolnshire County Council.

If a viewing is arranged, we ask that children attend alongside parents. This enables families to see how they respond to the environment and enables school to further understand each pupil's needs.

### **Equality Act**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

We believe this policy is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any person and it helps to promote equality at this school.