

## Admissions Policy

Person Responsible: Head Teacher  
Updated: May 2025  
Next Review Date: May 2026

### Admissions Policy Statement:

Oaklands is a Hounslow Local Authority Special School for pupils who have severe learning difficulties or profound and multiple learning difficulties including young people who have severe learning difficulties as a result of the impact of autism. Oaklands has a provision for children from reception to year 6 in New Oaks Primary School on our Woodlands Road site and for young people from year 7 to 14 in High Oaks Secondary at our Gresham Road site.

All pupils at Oaklands have an Education Healthcare Plan indicating their learning needs. Oaklands would expect to be able to provide education to the majority of pupils with severe or profound learning difficulties, including autistic pupils, both where the school has the provision indicated in the pupil's Educational Healthcare Plan or where additional adjustments can be made with additional resources commissioned or funded by the child's Local Education Authority.

### The number of planned places

The primary department has planned places of 90 pupils, the secondary and Sixth form have planned places of 210.

### Student/Parent Visits:

Prospective parents may visit the school either with or without their child. The school arranges 'prospective parents' afternoons in preparation for the main intake panels to reception, year 7 transfer and sixth form. Dates are advertised on the school website.

Visits will also be arranged for parents where we have received an application for a child where there is a vacancy, and it appears in reading the application documents that a place in an SLD school may be appropriate, as part of the assessment process.

During this visit the parents and child are shown around the school and are given a copy of the school prospectus.

Oaklands has strong links with both Lindon Bennett and Marjory Kinnon Special Schools. Invitations are sent to both schools for the parents of young people in years 5 and 10 in preparation for key transitions.

## Admissions process for main transitions (entry to reception, year 7 and year 12)

Places at Oaklands for main transitions are made at Hounslow panels, attended by a range of professionals. Application papers for young people who will be considered at Hounslow admissions panels are provided to the school before the panels take place.

Oaklands generally makes assessment visits annually in September to both Linden Bennet and Marjory Kinnon Schools to meet children who will be considered at panels.

On receipt of applications, the young person's documents are assessed and where a place at Oaklands would appear to be appropriate parents are invited to bring their child for an assessment on site Oaklands.

Once admissions panels have met parents are informed of decisions by the Hounslow SEN Team.

## Admissions process for applications received outside the Hounslow Panel process.

Applications to Oaklands provisions are made by Local Authorities, the majority through The London Borough of Hounslow's Special Education needs team.

Families living outside Hounslow may want their children to attend Oaklands. In this case applications for placement at the school are made through their own Local Authority who will apply to Hounslow SEN department for a place.

On receipt of a formal request for placement the school will be asked to assess whether the school is appropriate and also has the capacity to meet the young person's needs as identified in the paperwork provided. Where the paperwork appears to indicate that the young person's needs could be met at Oaklands, and there is a vacancy in a suitable class group, the assessment involve the parents being invited to bring their child to school for assessment. In some cases, a visit might also be made to the child's current school as well. Following an assessment visit both the Local Authority and the family will be informed whether a place has been offered to their child.

If the application indicates clearly that Oaklands is not an appropriate place for the child, or there are no vacancies then the Local Authority which has made the application will be informed.

Placements cannot be made by Local Authorities without the application and assessment process taking place.

The majority of students placed at Oaklands already have an Education Healthcare Plan. If a young person's special educational needs have only recently been identified, or they have recently arrived in the UK and do not have an Education Healthcare Plan they might be admitted on an 'assessment placement' in order to be assessed pending the production of an Education Healthcare Plan.

#### Allocation of places at Oaklands in the case of oversubscription

The number of places available at Oaklands School is agreed annually with the Local Authority. It should be noted and understood that Oaklands has 3 departments for young people with different kinds of special needs, and sometimes a young person's needs cannot be met in a specific vacancy that occurs.

All applications to Oaklands will be carefully assessed to check that Oaklands would be an appropriate placement for them in terms of their identified special educational needs. In the event that the number of pupils whose needs could be met exceeds the number of places available then the following criteria will be applied in order to ensure efficient use of the school's resources and to safeguard the delivery of education to other students

Where the number of places is not adequate to the number of applications Oaklands works with Hounslow's SEN placements department to set a priority criterion so that there is transparency for decisions.

#### If a place cannot be offered:

This may be for a variety of reasons:

- The school may be oversubscribed.
- The student may not be suitably placed in a school for pupils with severe learning difficulties.
- The student may have extreme challenging behaviour which presents a risk to others in the school/ or be vulnerable and at risk from the challenging behaviour of young people already in the class group in which there is a vacancy
- In a panel situation the young person may not be assessed to have the highest priority because they could access another kind of provision or need a smaller or more specialist provision

In all of the above the student will be referred back to the SEN Panel for further discussion

### Transition arrangements

For those young people transferring to Oaklands at the beginning of the school year the school holds a meeting for parents during the summer term before they are admitted at Oaklands. Oaklands staff liaise closely with the young person's previous school to ensure a smooth transition. The young person will be given the opportunity to make preliminary visits to school.

If a young person is admitted to the school mid year individual arrangements will be made to ensure preparation for transfer to Oaklands are in place.

All parents are asked to complete a pupil information booklet. This includes information on daily support needs and is designed to ensure a smooth transition to school life.

If a young person has medical care needs which necessitate that medication needs to be administered during school hours a medical care plan will need to be prepared before they can begin attending school. This medical care plan can only be produced by the school nursing team.

If a place has been offered with conditions of additional resources a start date will not be set until the additional resources have been allocated to the school and have actually been provided.

Parents should note that School transport is not arranged by the school. Parents need to make a separate application to the LA travel assistance department. *A delay in transport being arranged should not delay a pupil attending school from the identified start date.*

Signed by Chair of Committee:

Print Name:

Date: