

## Admissions Policy

<u>Person Responsible:</u>	Anne Clinton
<u>Date of Policy:</u>	May 2020
<u>Next Review Date:</u>	May 2021/ <i>at end of pandemic</i>

### Admissions Policy Statement:

Oaklands is a Local Authority Special School for pupils who have severe learning difficulties or profound and multiple learning difficulties including young people who are also autistic. We also offer places to pupils whose learning difficulties are moderate in our sixth form where the young people are not yet ready for a local sector college environment. Oaklands secondary school caters for pupils between the age of 11 and 19. Our primary department currently caters for pupils in nursery, reception years one and 2 only.

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 where the school already has the provision indicated in the pupil's Educational Healthcare Plan or where provision can be put into place through provision from the LA of additional resources. The provision available at Oaklands is described in our Special Educational Needs Document.

Oaklands School moved into new buildings in September 2018. Pupil numbers will rise over a four-year period. The number of vacancies available will be identified annually during this period of expansion, with the Local Authority. We expect to be able to accommodate 4 pupils with PMLD in each year group and 17 pupils with severe learning difficulties in either a complex needs or an autistic specific class group, with a maximum of 8 pupils who need an autistic specific class group.

Our primary classes are currently located on a temporary basis in the secondary school building while our Woodlands Road site is renovated and remodelled. The primary classes will relocate during the Autumn term 2020 assuming the building project completes as scheduled. The primary department has planned places of 8 pupils per year group across the PMLD, SLD and ASD classes with a maximum of 3 PMLD pupils per year group and a maximum of 4 ASD pupils per year group.

### Student/Parent Visits:

Prospective parents are welcome to visit the school either with or without their child. The school arranges monthly 'prospective parents' mornings for each department which are advertised on the school website.

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. The Head Teacher and Deputy also attend parent's evenings and coffee mornings by invitation to meet prospective parents.

Admissions Procedures to Oaklands School; New Oaks Primary including Little Oaks EYFS unit, and High Oaks Secondary including sixth form

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

Many applications to Oaklands School are made through Hounslow's SEN panels. Panel discuss the needs of the student and, if appropriate, sends the young person's Education Healthcare Plan and recent relevant reports to the school for consideration.

*During 2019-20 admissions panels have been under review and processes going forward have not yet been communicated to the school.*

On receipt of a formal request for placement the school will be asked to assess whether the school has the capacity to meet the young person's needs as identified in the paperwork provided. In the vast majority cases the assessment will involve visiting the young person in their current school, at home, or through the young person visiting Oakland provisions. *During the current pandemic a small minority of assessment have been made from paperwork alone. We do not intend this to continue after lockdown has ended.*

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 applications parents are sent a letter inviting them to visit (if they have not already done so) Parents will receive a second letter informing them whether a place has been offered to the Local Authority.

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.

There are frequently cases where Oaklands may be a suitable placement for a young person, but the school does not currently have all the provision required to meet their needs in the case of healthcare, therapy or equipment. In this case a place may be offered with conditions of additional resources being allocated to the school listed in a letter.

*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.*

*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*

- Priority for those whose parents who have visited the school and who have expressed a preference for Oaklands School.*

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.

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: