



**Woodlane High School**

achieving success in a nurturing environment

# Admissions Policy

**Updated: February 2021**

**Next Update: February 2022**

**Du Cane Road London W12 0TN**

**Tel:** 0208 743 5668 | **Fax:** 0208 743 9138

**Headteacher:** Claire Maynard | **E-mail:** [admin@woodlane.lbhf.sch.uk](mailto:admin@woodlane.lbhf.sch.uk)

**Web:** [www.woodlane.lbhf.sch.uk](http://www.woodlane.lbhf.sch.uk)

Admissions to Woodlane are overseen by the London Borough of Hammersmith & Fulham Special Needs Placement Panel (SNAP). Our current admission number is for 100 pupils, inclusive of all pupils.

### **Admission Guidelines:**

- Pupils admitted to Woodlane High School will in most cases have an Education and Health Care Plan (EHCP). However, in exceptional circumstances, a child can be admitted on an assessment placement.
- Pupils admitted to Woodlane High School will not have emotional and behavioural difficulties or significant learning difficulties as their main special educational need. Pupils' needs are complex and inter-related.
- Pupil assessment evidence will indicate a discrepancy between the child's chronological age and general levels of functioning, e.g. at least in line with the levels outlined in the LA's criteria for statutory assessment.
- The cognitive ability of pupils at Woodlane is usually a number of years below expected attainment for their age. Woodlane uses B-Squared's Progression Steps (through the Connecting Steps assessment tool) to analyse the progress of pupils, ([click here for further information on B-Squared Progression Steps](#)). On Year 7 entry, pupil attainment usually ranges between Progression Steps 1 - 5, equal to between 1 - 7 years behind age related expectations.
- The child will have received a consistent intervention programme at their current school but their learning progress will be evidenced at a slower pace than the vast majority of their peers.
- The child's needs will be greater than those with EHCPs which can be supported in mainstream schools.
- Woodlane High School meets the needs of a wide range of pupils including, but not exclusive to:
  - Pupils with speech, language and communication difficulties, or selective mutism;
  - Pupils with higher functioning Autistic Spectrum Disorders (ASD);
  - Pupils who have specific learning difficulties e.g. dyslexia or dyspraxia etc;
  - Vulnerable pupils who, for a range of reasons, have failed to thrive in a mainstream setting. They may have become school-phobic and regular non-attenders;

- Pupils with a medical need that makes a mainstream placement inappropriate;
- Pupils whose psychological difficulties (depression, de-motivation, high anxiety, OCD etc.) make a mainstream placement inappropriate;
- Pupils with physical disabilities.

### **Admission guidelines – Medical and Mental Health Pathway (MMH):**

- Woodlane will continue to offer places on an MMH Pathway for a limited number of pupils who have a diagnosed medical and mental health need, where appropriate pupils are referred to the school.
- Woodlane's *Admission Guidelines* set out above, continue to apply for all MMH placements.
- Where an MMH Pathway is sought for a pupil, the impact their needs (current or previous) on their academic progress needs to be clearly outlined. Pupils admitted will have medical needs that have impacted their attendance or progress in a mainstream school. This is most likely to include mental health needs.
- When seeking admission on an MMH Pathway, a referral may be made by the local authority, or the request may come through a consultation. Pupils admitted on an MMH Pathway may not have an EHCP, but the school will expect to initiate an EHCP assessment within their first term. Parents will consent to the EHCP assessment as part of admission.
- Pupils will join one of two separate MMH Pathways:
  - A shorter re-integration with school/learning, of up to 6 months with a return to the previous school/another provision as part of the agreement. Mental Health and attendance would be the primary needs for this child. A wide package of mental health support and a bespoke transition plan would be in place. This is primarily for pupils who should be accessing a full GCSE programme, which is better met in a mainstream provision. We would aim to complete this re-integration prior to starting Year 10.
  - A longer-term placement where a pupil will remain with Woodlane (but receive enhanced mental health support) and follow the school's academic pathway, including a range of qualifications (GCSE/BTEC/Entry Level). The intention would be to prepare the pupil for the next step in their learning (Post-16), develop their independence/resilience and obtain suitable qualifications that meet their next step requirements. If a pupil is not likely to attend school at all, this provision would not be suitable as all of the learning and support is integrated within the school

- Pupils admitted on to the MMH Pathway will have an appointed social worker who will support transition and work closely with the school/family. Parents will show a commitment to building resilience and improving attendance.
- Pupils may have a range of academic abilities but will be considered appropriate for the teaching and learning and range of qualification on offer at Woodlane.
- Pupils will integrate fully within the main school, but be supported through enhanced provision, which may include:
  - A bespoke transition package,
  - Integrated support from mental health professionals,
  - Access to a quieter space in the school,
  - Timetabled access to a key adult/mentor, (including HLTAs) and increased parental contact through weekly calls as necessary,
  - A personalised timetable including access to some remote learning where this is considered necessary.

## **Admission Process**

### **The process of admission is the following:**

1. The placing local authority (LA) sends the child's paperwork to the school.
2. The Headteacher reviews the paperwork and replies to the placing LA, stating whether or not the school can meet the child's needs.
3. If the Headteacher is unsure if the child's needs can be met, a visit/ observation at the child's current school/setting will be made. Alternatively the child may be invited into Woodlane to spend a specified time at school. The school may also consult with support agency partnerships.
4. If a place is offered the LA will name Woodlane in the child's Education and Health Care Plan.
5. If a place is offered the school will then make transition arrangements (see the school's website for transition details).
6. If the school is full it cannot offer a place (above 10% of its roll number) as this would compromise the safe and effective education of the children already on roll.

**The Headteacher in consultation with the Local Authority (LA) will decide whether to recommend acceptance, giving attention to:**

- The placement must be appropriate to the child's age, ability, aptitude and Special Educational Needs and Disabilities.
- In order to protect the children already on roll, the school will not accept pupils whose behaviour is physically/verbally violent or aggressive.
- With the efficient use of resources, the school maintains classes of no more than ten with one teacher and usually one teaching assistant.
- The total school population does not exceed 10% above its roll number of 100 pupils, which includes 10 pupils in the MNU. The total may vary according to the Local Authority policy.

**Where there are more referrals than places, places will be allocated in accordance with the following over subscription criteria:**

1. Children who, at the time of admission, are in the care of a local authority or are provided with accommodation by the authority (looked after children). Also children who were previously looked after but ceased to be so because they were adopted, or became subject to a residence order or a special guardianship order

*A looked-after child is defined in Section 22 of the Children Act 1989.*

2. Exceptional need.
3. Distance from home to school.

**Right of Appeal**

If you are unsuccessful you may ask the LA for the reasons for the refusal of a place. Unsuccessful applicants have a right of appeal to an Independent Appeal Panel. Further details will be included in the notification letter from the LA.

**In-Year Admissions**

An 'in-year admission' is made:

- When applying to Woodlane outside the normal admissions round and at a time when your child should already be attending school.
- If you have recently moved, you have arrived from another country, or you want to transfer your child to Woodlane.

In-year applications are made directly to the LA and the processes outlined above will be followed.

## **Transition Arrangements**

If a pupil is offered a place at Woodlane we have a dedicated transition programme to ensure the change/reintegration is as smooth as possible. Please visit the school website for full details.

*We welcome visits to the school, please call the office to make an appointment on 020 8743 5668.*