



# Woodlane High School

achieving success in a nurturing environment

# Admissions Policy

**Updated: January 2023**

**Next Update: January 2024**

**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 SEND. Our current admission number is for 100 pupils, inclusive of all pupils.

### **Admission Guidelines:**

- Pupils admitted to Woodlane High School will in nearly all 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. 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 etc.

## **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 special educational 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 or other relevant professionals.
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 vulnerable 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 11 pupils 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 up to 10 pupils on the MMH pathway. The total may vary according to the Local Authority policy.

**Where there are more referrals than places (which is usually the case), 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 secondary 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.*