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| **WOODSIDE SCHOOL** | |
| **Admissions Policy** | |
| **Independent school standards: paragraphs 15 and 34.** | |
| Policy content includes:  🞱 the referral and admissions process  🞱 direct referrals from families. | |
| **Last external review** | September 2024 |
| **Next external review** | September 2025 |
| **Latest update** | January 2025 |

# ADMISSION TO WOODSIDE SCHOOL

* Admissions arrangements to Woodside School are transparent and apply equally to all placing authorities.
* We do not accept direct referrals from other institutions, such as schools and alternative providers.
* Woodside School are not an approved provider under section 41 of the Children and Families Act.

# REFERRALS

* Referrals should always be sent via email [mark@sevahomes.co.uk](mailto:mark@sevahomes.co.uk)

# OUR SCHOOL

* Our schools cater for pupils with social, emotional, and mental health (SEMH) needs and mild to moderate learning disabilities.
* Vacancies depend on availability within specific age groups/classes at the time of referral.
* We do not cater for children in the early years foundation stage (EYFS).
* In some cases, for example for pupils with complex mental health or learning needs, it may be appropriate for placements to be/continue at a site that can best meet the pupil’s needs,

irrespective of their chronological age.

* Woodside School is registered for pupils aged 8 - 18

# THE STANDARD REFERRAL & ADMISSIONS PROCESS

* Formal referrals to our school are made by a pupil’s local authority’s special educational needs and/or disabilities (SEND) team, either in writing, via email or using an online portal. These

referrals are made with, or without, initial parental consent/preference. Our fees are always provided on request to SEND teams.

* Families can express a preference for Woodside School to their local authority’s SEND team and should they consider us able to meet the pupil’s needs, the SEND team will usually contact us to

discuss a potential referral.

* Referrals for placements are initially received by the Proprietor and Head of School.
* Referrals typically include the pupil’s education, health, and care plan (where appropriate, as sometimes the pupil’s needs are in the process of assessment) and associated reports.
* An assessment is made based on the initial documentation provided and either an “in principle” place will be offered or, if it is determined that Woodside School cannot meet the needs of the pupil the referral will be declined, via the local authority.
* If the local authority accepts the “in principle” offer of a place, meetings with previous school and visits with parent and child will take place.
* Following the assessment visits and meetings, a final decision on a placement offer will be made and communicated to the local authority.
* Sometimes a ‘trial’ day will be scheduled if the parent or child are unsure.
* Placement decisions are subject to a trial period. Our placement offer letter states *“All our placements are full-time and generally become permanent. However, placements are reviewed continuously and formally at the end of the first academic term*

*before a final decision is made as to whether a full- time day placement at Woodside Schools is appropriate. Though the overwhelming majority of pupils typically remain with us, this process acknowledges that we, the family, or the placing authority must agree that Woodside Schools is the right long- term setting for X.”*

* If the placement is confirmed by both the schools and local authority (usually following a decision at SEND Panel), an admission date for the placement will be arranged. This can only be agreed

once the schools are in receipt of completed pupil forms.

* A potential placement offer is made only on the basis of a placement being available and senior leaders agreeing that the pupil’s needs are likely to be met.
* Distance from our schools is not part of the admissions criteria.
* A referred pupil with a sibling at Woodside Schools will not be at any advantage over a referred pupil who does not.

# DIRECT REFERRALS AND ADMISSIONS FROM FAMILIES

* Direct referrals are very occasionally considered from private, fee- paying families. Interested families who do not wish their child to be placed through their local authority’s SEND team should contact

the Head of School.