



## **ADMISSIONS ARRANGEMENTS**

**Reviewed in October 2023**

**To be approved by Full Governing Body in November 2023**

Holmwood School is a Special School, and looks upon itself as a Service Provider to Middlesbrough LA. Middlesbrough LA is the admissions authority for the school, and as such, pupils are identified through the education health and care assessments considered and approved via Middlesbrough LA's Multi Agency Education Health and Care Panel and then admitted as advised and recommended by the officers of the LA and agreed by the Head Teacher.

Holmwood School is the Middlesbrough Local Authority provision for Primary pupils who have been identified and have a *E.H.C.Ps*, as being unable to access a fully inclusive curriculum within a mainstream school because of their 'Significant Special Educational Needs'. Our client base covers a wide range of complex and multiple learning difficulties and differences including social, emotional and mental health difficulties as well as associated disorders and syndromes. The pupils live in the whole of the Middlesbrough area, but we also take a small number of pupils from surrounding LAs. We have a fluctuating roll and we currently cater for 80 pupils. We aim to cater for all pupils however, any admissions, after the start of the school year, must be able to fit into the current staffing structure at Holmwood School.

The school provides an exceptional learning environment with a clear focus on entitlement, building self-esteem and raising achievement. We work effectively with our families and in many cases parents actively seek us out for a placement.

As a Primary School, we take children from ages 4 – 11. Children who are identified very early in their mainstream school as having significant emotional, behavioural or learning difficulties may also start in the Early Years. Other children are placed following assessment within their own school where the Statement or *EHCP* identifies Holmwood as the most appropriate place to meet the child's needs. Parents have a right to disagree with the placement, and we offer an individual meeting and school visit where parents wish to know more when making the important decision regarding their child's placement prior to any final decision being made by the LA in the form of a finalised *EHCP*.

The school actively encourages Inclusion. Consequently exclusion is not an option except in the most serious of cases. We also actively encourage a move to a mainstream school placement where appropriate.

For some pupils who have extreme needs, additional support is sometimes sought from the LA in order to effectively meet these needs. However, for the majority of pupils, the Holmwood environment is sufficient to support them fully. Complex cases are discussed with the Headteacher for Pupil and Family Support before being admitted.

When pupils are admitted to Holmwood school the following procedure is followed:

1. Parents / carers are invited to have a walkabout the school with or without the prospective pupil. This is usually taken by the headteacher, but can also be taken by the Deputy Headteacher depending on circumstances and availability.
2. Parents / carers are invited to fill in and sign forms to give permission for the school to take the pupil on educational visits, etc. Where parents and social care have joint responsibility forms should be completed by both parties.
3. Full admission details are recorded by the Office Manager.
4. Parental responsibility is fully established. Everyone with parental responsibility must be recorded and procedures established to ensure all interested parties receive pupil information such as Annual Review dates and reports.
5. Parents are contacted by phone after approximately 2 weeks by the class teacher to inform them of how their child is getting on'.

Policy incorporated according to Disability and Discrimination Act 1995 and Education Act 2001 and Keeping Children Safe 2016