



HEDGEWOOD SCHOOL

Admissions Policy

2020 - 2021

ADMISSIONS POLICY

This policy sets out the process to gain on roll status at Hedgewood Maintained Primary Special School.

Hedgewood school is currently designated for pupils with Complex Moderate Learning Difficulties including Autism.

However, the vast majority of our pupil population have autistic spectrum condition along more complex issues that impact on learning. Our place factor is 190 with 191 pupils on roll.

Prospective pupils are usually referred to the school following a multi-professional assessment arranged through Hillingdon Local Authority to support the production of an EHCP.

The school follows the SEND Code of Practice for Admissions. More detailed information is set out below.

Factors determining whether placement is appropriate

- An EHCP is in place
- Hedgewood have considered a full range of recent and relevant pupil information and completed an assessment.
- The school believes that placement would not jeopardise the education of others on roll, and that it will be an effective and efficient use of resources. This would involve a consideration of space, class numbers and therapy needs as well as staffing ratios
- The school believes that there will be good compatibility with the education of other pupils and that the pupils already on roll would not suffer any emotional or educational detriment.
- School and LA have agreed Top Up funding

There is always need to achieve for a manageable, safe “balance” within teaching groups that will impact on class size, grouping of children and staff ratio determined by a risk assessment. This encompasses all issues in relation to the equality of opportunity and compatibility so that the best teaching and learning environment can be maintained.

Our Admission Prerequisites:

- Your child **must** have a current Educational, Health and Care Plan (EHCP).
- You must have been in contact with the Hillingdon SEND team to indicate your school preference
- Hillingdon SEND team have formally contacted us to request consideration of placement.

- We have responded in the required timeframe, on the basis that either we have or do not have capacity to meet the range of EHCP needs as well as considering the efficient delivery of education to those already on roll and their welfare.
- If a place is offered and accepted, the Local Authority will notify parents/carers of the starting date and any transport arrangements providing the home to SEND school transport criteria are met.
- We strive to work amicably, effectively and in a person focused way with the LA, & parent/carers, to achieve the desired EHCP outcomes for a child. This incorporates the expected progress and attainment as well as the reasonable views and wishes of the pupil and their parents. The full range of professional reports alongside the school initial pupil assessments, determine the support that is needed and whether that support can be provided by Hedgewood School.

We know that this can be a testing time emotionally for families and hope that we can keep the process as stress free as is possible.

Once a placement has been agreed Hedgewood will:

- Make every effort to gain pertinent information that will assist your child's transition into school eg. Likes and dislikes, sleeping, eating, medical issues, toileting needs, what makes your child laugh and so forth.
- Arrange a number of short, transition Play and Stay dates
- Invite you to New Parent coffee afternoons.
- Get you started with our SEESAW app
- Get you onto Parentmail
- Assist with uniform and necessary form filling
- Introduce you to our Family Support Team.
- Introduce the class team [as soon as we have set class groups]
- Introduce the Therapy team
- Introduce the office/reception team
- Provide you with detail of school meals
- Let you know about Extended school activities
- Ensure that you know the detail of our school day.
- Clarify expectations
- Make you aware of key policies such as Safeguarding, Attendance, Complaints & Intimate Care

The Journey

Children often attend from Reception age onwards. Many of the pupils have multiple difficulties, which include sensory and/or physical, medical, behavior and social needs.

The school is divided into key areas: Pre Phase 1, (3 classes), Phase 1(6 classes), Phase 2 (9 classes) Phase 3 (3 classes): 21 classes in all.

Classes are vertically grouped and this means that whilst most children are placed within their Key Stage, some pupils may work out of phase. There are also exceptional circumstances where 'being out of phase' in the child's best interest. This would always be discussed with you.

The curriculum at Hedgewood is focused on developing the essential knowledge, understanding as well as the social skills children will use in everyday activities – basically those essential life skills – thus establishing the foundations for life-long learning.

We agree that all children and young people are entitled to an appropriate education that is one that is best able to their needs and the fulfilment of potential.

This should enable pupils over time to:

- achieve their best and make real progress in respect of their EHCP outcomes
- become confident individuals living fulfilling lives,
- make a successful transition into adulthood and possibly into appropriate further education or training and even employment.

All prospective pupils **must** have an Education, Health and Care Plan (EHCP). This Plan identifies the specific needs of each individual pupil and the provision that he/she will need access to in school. Pupils are funded by the commissioner (usually the Local Authority) through a Top-Up banding system. The pupil's individual tariff is agreed with the school in order to meet needs.

Subsequently, provision for each pupil will be considered at their Annual Review meeting.

If in the course of the year all funded places are filled and the Authority wishes to place additional pupil(s) at the school, this will be subject to negotiation with the school in full recognition of any accommodation constraints and the needs of pupils already on the school roll.

We hope this helps you on your journey