

Woodlands Secondary School	Admissions Policy	
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Date	Review Date	Author	Nominated Governors
July 2026	September 2027	Sandra Clarke	GB
Website	Statutory Policy	Source	Ratification Date
Yes	Yes	SEND Provision Panel - Terms of Reference (Feb 2024)	July 2026

General Information

Woodlands Secondary School is a community special school in Luton, maintained by the Luton Authority. The school provides specialist education for students aged between 11—18* years, with severe or profound and multiple learning difficulties. Many students have additional complex needs including autistic spectrum disorders, epilepsy, physical and sensory impairments. Some students have additional medical needs. All the students have an Education, Health and Care Plan (EHCP).

The Governing Body of the school is responsible for determining and administering the policy relating to the admission of students to the school. The Governing Body is guided in that responsibility by the requirements of the law, their understanding of the school's purpose and consultation with the Head Teacher and Local Authority representatives.

Having consulted the LA and others in accordance with the requirements of the law, the Governing Body has set its planned admission number to a maximum of **265** fully funded places.

*Please note that when students are in year 11, the local authority will seek parental and student preferences in relation to their Post 16 education. If parents and students wish to remain at Woodlands, the local authority SEND Provision Panel will consult the school and other educational providers prior to deciding on their placement. Not all students will stay at the school until they are 18.

Criteria

All children admitted to the school will have:

- been offered a place following full consultation with the school, parents, children and the subsequent recommendation of the local authority SEND Provision Panel.
- an Education, Health and Care Plan (EHCP) naming Woodlands Secondary School **and** describing primary learning needs as severe (SLD) or profound (PMLD) learning difficulties/disabilities. Students will be working below Entry Level 2 in all areas of the curriculum.
- a need for continuous access to highly differentiated learning resources and environments, and small class groups to enable purposeful learning and progression to take place

Requests for placement

Requests for placement at Woodlands Secondary School should be made to Luton SENDAT (Special Educational Needs and Disabilities Assessment Team).

Please note that any consultations for a placement at Woodlands from outside of Luton, should be directed to Luton SENDAT. Any requests sent directly to the school will be forwarded to Luton SENDAT.

SENDAT contact details:

Telephone 01582 548130
E-mail sendat@luton.gov.uk

The local authority SEND Provision Panel

The SEND provision panel is responsible for making decisions around the arrangements for the special educational provision to be put in place for children and young people with Education, Health and Care (EHC) plans. Decisions include the level of support required (additional funding requests), the need for specialist equipment and the arrangements for school placement, including the school type and the school to be named in Section I of the child or young person's EHC plan.

The local authority determines placement decisions for students at Woodlands Secondary School.

The local authority has a duty to educate a child in accordance with their parent's wishes (Children and Families Act 2014 Section 39, COP Para 9.78-9.87) unless:

- the school is unsuitable for the child's age, aptitude or ability (and no reasonable adjustments can be made to remove barriers to the child's education), or
- the placement is incompatible with the efficient education of the other children with whom the child would be placed, or
- the placement would be an inefficient use of public resources

To determine this, the local authority are required to consult the governing body of the school and allow 15 days for response (If a response is not received the LA will consider that the school has agreed to placement).

When determining placement, SEND provision panel members work within statutory guidance and take into account parental preference, the views and wishes of the young person (if aged over 16), the response from the school and professional recommendation. The panel makes the final decision about the school placement.

All decisions made at panel are open to parental appeal through the SEN and Disability Tribunal. Details are provided to parents with the letter that accompanies the Final Amended EHC plan.

School response to consultation

The school will consider the information supplied with the consultation request from SENDAT. This is usually the current EHC Plan but may also include additional reports.

The school strongly encourage parents to ensure that their child's EHCP is up to date and contains accurate information about their current needs and the provision required, at the point of consultation.

The Assistant Head with SENCo responsibilities will respond to consultation requests on behalf of the Headteacher and Governing Board; they will respond to these requests within 15

days. The response will say whether the school can meet the needs of the student or, if there is evidence that:

- the school is unsuitable for the child's age, aptitude or ability (and no reasonable adjustments can be made to remove barriers to the child's education), or
- the placement is incompatible with the efficient education of the other children with whom the child would be placed, or
- the placement would be an inefficient use of public resources

SEND Provision Panel decisions to place a student at Woodlands

The majority of consultation requests are for Year 6 students transitioning from a primary school setting to a secondary special school for their Year 7 education.

If the SEND Provision Panel decide that a placement is agreed at the school, and Woodlands school responded that they could meet needs, the school will liaise with the primary school to make arrangements to support the student's transition in the September when they will start in Year 7. Families will be contacted to complete admissions paperwork and will be given the opportunity to visit the school.

During the course of the academic year, the school may receive additional consultation requests. If the SEND Provision Panel decide that a placement is agreed at the school, and Woodlands school responded that they could meet needs, the school will contact the family (and current placement, if applicable) to make arrangements to support the student's transition and to agree a start date. Families will be contacted to complete admissions paperwork and will be given the opportunity to visit the school

Transition arrangements may sometimes include:

- a part-time timetable initially
- an alternative provision arrangement

These arrangements will be kept under review and the transition plan continued or amended, as appropriate to the student's needs.

Policy review

This policy is reviewed annually.