

Name of Document	Admissions Policy
Statutory / Recommended	Statutory – School Based Policy
Description of Content	Policy for Admissions to Woodlands School
Reviewing committee	School
Assigned Review Period	Annual
Date of Next Review	September 2027
Model Policy? Yes or No?	No – school's own policy due to SEND arrangement

Version Number	Review Date	Amendment Details
1	21/9/2026	Version control Added

ADMISSIONS POLICY

The governing body of Woodlands admits pupils aged between 2 and 19 years with severe or profound learning difficulties and/or Autism. Additional, combined needs such as physical, behavioural and sensory, are also catered for. Usually, all pupils from Year Reception have an Education, Health & Care Plan (EHCP). Some pupils below this age and those coming in from abroad, are admitted for a period of assessment prior to an EHCP being produced. Some of these pupils may have less severe learning difficulties and so go on to other schools. The school's permanent agreed PAN is 147 pupils across the Lower, Upper and Cranmere Satellite sites.

The school follows and supports Surrey's process for admission to special schools in consultation with the relevant case worker, as the LA retains the legal responsibility to place special needs pupils appropriately.

Any parent or professional interested in admitting a child to the school is welcome to visit and to discuss individual needs with the head teacher or assigned member of the Senior Leadership Team, as part of the decision making process.

All pupils between the ages of 2 and 19 years will be welcomed, provided that we can meet their needs, provision and that there is an appropriate space within the given age range.

As part of the Induction process a pupil pack is sent for completion prior to the Induction meeting. Where a pupil has medical or Therapy needs, the school nurse and relevant therapist/therapists will be involved in the admissions process, to plan for the safe transition of the pupil into school. The pupil Induction pack also includes vital forms and information to plan for a safe start to Woodlands School. Any needs/requirements for successful induction are identified & where necessary Individual Risk Assessments are put into place.

Early Years pupils are admitted on either a part-time or full-time basis (15 or 30 hour placements), building towards full-time education by the start of Year Reception or age of 5 years.

Where possible, a member of the teaching staff will visit prospective pupils at home, or in other establishments, to assess their needs. All pupils starting in Nursery or Year Reception will have a visit from the Early Years Foundation Stage Lead and our Family Support Worker.

Whenever applicable and possible, an individual transition programme is designed in consultation with a pupil's previous educational establishment.

Where a pupil's needs can no longer be fully met by Woodlands, the school will work with parents, the LA and other professionals to seek a more suitable placement. In addition to the information found in this Policy, please see the link for Surrey Admissions and the Pupil Induction Pack Appendix.