



ABOUT THIS DOCUMENT:

Purpose

Purpose: This documents outlines how Windmill Hill School supports the admissions of students into our school.

The aim is to ensure that the admissions processes and approaches are consistent and transparent

COMPILED BY

Kevin Latham January 2021

Agreed by Directors–

SIGNED

DATE

Review Date – January 2022

Windmill Hill School

Admissions Policy

Wellbeing in our Trust

Managing admissions to our school can be challenging and so this document aims to set out procedures to be followed to minimize what can be difficult process.

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
 - CIC (confidential counselling support available through Perkbox account).
 - The Teacher Support Line telephone number 08000 562561 or website www.teachersupport.info

1. Our Vision

At Windmill Hill School our mission is to provide a creative and caring environment for all learners, and our vision is that we will be a leading light in specialist education, giving our learners the confidence to succeed in an ever changing world.

2. Aims

At Windmill Hill we are an inclusive setting to support young people with cognition and learning difficulties. To ensure that the school is able to continue to offer a broad and relevant curriculum for all our children, regardless of their background, culture or ability, there needs to be a process to ensure admissions to Windmill Hill reflect the school community and are in line with our funding agreement with the ESFA.

Each student is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing values, we actively promote the importance of compassion, achievement, responsibility and respect. Through this approach, students develop independence, confidence and integrity which prepares them for their future lives.

Windmill Hill School

Admissions Policy

<p style="text-align: center;"><u>Compassion</u></p> 	<p style="text-align: center;"><u>Achievement</u></p> 	<p style="text-align: center;"><u>Responsibility</u></p> 	<p style="text-align: center;"><u>Respect</u></p> 
<p><i>We show compassion by:</i></p> <ul style="list-style-type: none"> Understanding differences Helping & supporting others Forgiving mistakes Using kind words Co-operating with others 	<p><i>We achieve by:</i></p> <ul style="list-style-type: none"> Attending school Being ready to learn Working to best of my ability Embracing opportunities Aiming high 	<p><i>We take responsibility by:</i></p> <ul style="list-style-type: none"> Owning our behaviour & being truthful Reflecting on our actions Being ready to help others & be helped Being ready to listen & learn in lessons Looking after the school 	<p><i>We show respect by:</i></p> <ul style="list-style-type: none"> Using appropriate language Following instructions Keeping hands & feet to self Keeping yourself & others safe Looking after property & equipment

3. Admissions Statement

Luton Borough Council (LBC) are the school admissions authority. In accordance with Luton Borough Council's policy all children and young people admitted to Windmill Hill will have an Education Health and Care (EHC) Plan.

All admissions will be dependent on places being available in the school and within the right learning peer group. In consultation with the LBC, the Headteacher will comment on the appropriateness of the placement and the school's ability to meet the child's needs as outlined in the EHC plan. The primary need of any student at Windmill Hill is a learning difficulty, which can be moderate, severe or profound. Some students have additional needs such as ASD, ADHD, a visual, hearing, a physical disability etc. Some students may have behaviours that can be challenging as a result of their learning difficulty or their additional needs.

LBC and school recognise the importance of parental choice and referrals will be considered from outside the school's recognised catchment area. Where places are limited, the Headteacher and LBC will prioritise referrals through discussions. All requests for places will be brokered through the LBC.

Requests for a place at Windmill Hill should be made to LBC Special Education Needs Assessment Team (SENDAT).

4. Admissions procedures

It is realised that parents of prospective students will be anxious and uncertain about what to expect when a special school is suggested as suitable educational provision for their child. It is therefore important that admission procedures are sensitive to their needs and reflects a structure that is predictable and understandable. This will be achieved by:-

- ensuring all prospective admissions are initially dealt with by the Headteacher
- providing the opportunity to visit school and discuss needs with Headteacher. Parents are more than welcome to bring someone with them on this visit
- providing parents with a information to take away at initial meeting
- providing planned opportunities for the family and child to visit the school and meet their new teachers, once an EHCP has been issued and Windmill Hill has been named as appropriate provision by the LB.
- providing relevant Class Teacher and team members with necessary papers so that where appropriate home visits can be arranged and involved professionals contacted
- ensuring parents are aware of arrangements such as transport, once an admission date has been agreed
- providing parents with opportunity to meet with teachers for a progress report during term of admission

Where visits to the school are arranged prior to the completion of the EHC plan, it will be made clear to all involved that such visits do not imply that the school has made a commitment to offer a place.

5. Admissions Planning

The Headteacher, in consultation with Senior Leadership Team and relevant members of staff, will be responsible for all decisions relating to admissions. In this way pupil numbers will be dealt with in a planned and efficient way. In order to aid this process, LBC will alert all neighbouring authorities of the purpose of SENDAT and the deadline for place requests each term. This will have implications for timing of their meetings, particularly in the summer term.

A student will not be admitted to Windmill Hill until signed agreement of the funding level has been completed by the local authority responsible for that student.

The Headteacher reserves the right to decline a request for a place if it is felt that the school cannot meet the needs on as detailed on the statement or EHC plan.

The admissions policy is subject to annual review by governors and public consultation at least every seven years even if there have been no changes during that period.