

ADMISSIONS & TRANSITIONS POLICY



Wood Bank School

From strong roots we grow and blossom

Policy Ratified	September 2026
Review Date	September 2028
Signed (Headteacher)	
Signed (Chair of Governors)	

Philosophy

This policy aims to outline the criteria used for admission to Wood Bank School. The LA is the admissions authority but as a school we reserve the right to have discussions with the SEN Team to ensure children are rightly placed to reach their potential.

Wood Bank is a primary aged generic special school catering for pupils with severe, complex and profound learning needs. Children enter Wood Bank School at various points of the primary stage.

Children can leave Wood Bank at various points during the primary stage. The majority of pupils however, leave at the end of Year 6 and transfer to Ravenscliffe High School which is a secondary generic special school also located in Calderdale. Some children move from Wood Bank to mainstream primary and secondary schools if it is considered appropriate.

The school aims to ensure that the transition programme either on entry to or when leaving Wood Bank is designed to take account of the individual needs of each child and to ensure that transition is as smooth as possible for each child.

Procedures/Practice

- Pupils are referred for placement by the Calderdale Local Authority.
- The school would expect that all children who are referred for admission have severe or complex learning needs and may have other learning needs including;
 1. Sensory Impairment
 2. Physical Difficulties
 3. Behavioural Difficulties
 4. Autism
 5. Medical Needs
 6. Communication Difficulties
- All pupils who attend Wood Bank School are in receipt of an Education, Health & Social Care Plan (EHC). The requirements of the EHC are considered as part of the admissions process.
- The Headteacher leads on admissions in school and attends Panel Meetings with the SEN team and other members of the Local Authority to ensure pupils are correctly placed

Children can be referred for admission through;

1. The LA
 2. Early Years Team
 3. Sensory Support Service
 4. ASD Team
- Parents/carers can request to visit the school
 - If the Headteacher does not feel the school can meet the special educational needs of a pupil then the Local Authority will be informed and reasons clearly stated.
 - There are currently 143 pupils at Wood Bank School.

Transition process into Wood Bank

- Children visit with their parents as often as it is deemed necessary by parents and the other professionals involved
- An open evening is held to support the transition process
- A meeting is held at Wood Bank with the Class Teacher, Family Engagement Team and the Deputy Headteacher before entry
- A team around the child meeting takes place with all professionals to ensure key information is shared
- A transition pack will be given to the family including paperwork for consent and transport arrangements.
- If the child is regularly attending another setting a member of staff from Wood Bank will also visit the setting to observe the child
- Where possible we will arrange a transition visit into school

Transition from Wood Bank to Ravenscliffe High School

- Parents and carers visit Ravenscliffe during Year 6
- A member of staff from Ravenscliffe attends the EHC meeting
- During Year 6, children attend Ravenscliffe to participate in a range of transition visits
- During the spring and summer terms of Year 6 the Key Stage 3 leader from Ravenscliffe visits Wood Bank to spend time in class to get to know the children and exchange relevant information with our staff
- During the summer term of Year 6 children attend Ravenscliffe with staff from Wood Bank for two half days and without staff from Wood Bank for one day
- Assessment data and individual files are transferred to Ravenscliffe prior to admission.
- Designated Safeguarding Leads share relevant Safeguarding/Child Protection caseloads/chronologies with the receiving school through CPOMS and also scheduled professionals meetings if necessary.

Transition from other schools

- The SEN team will forward the child's EHCP and all other relevant documentation
- Where a review meeting is called to discuss the needs of the child and their placement Wood Bank School would expect to be invited
- Parents should visit so that they can see how their child's needs can be met
- The SEN team will make the final decision on any placement
- Once agreed the Head/SLT will liaise with the existing school and parents to arrange a smooth transition. The transition will involve:
 1. Visiting the child in their existing school/Early Years setting
 2. Child coming to Wood Bank to familiarise themselves with the school and their new class staff/peers
 3. LA and existing school to forward any documents and reports relating to the child prior to admission including assessment data
 4. If the child is of Reception age or older they will attend school full-time from date of admission

Responsibilities for Leading, Monitoring & Evaluating

- Although the Headteacher is ultimately responsible, the whole SLT team contribute to leading, monitoring and evaluating the admissions process through;
 - Attending regular LA Admissions meetings
 - Collaborating with a range of multi-agency professionals including; Wood Bank school staff, Ravenscliffe, mainstream school staff and the SEN, Early Years and ASD Teams
 - Touring with prospective parents/carers
 - Responding to formal placement requests from the LA
 - Regularly reporting back to the Board of Governors