

Westfield Arts College

Admissions Policy

Reviewed by committee	QoE 07/06/2024	Policy type: Statutory
Adopted by Governing Body	30/092024	Review cycle: 3 years
Date for next review	Summer 2027	Signed by Chair: 

WESTFIELD ARTS COLLEGE

ADMISSIONS POLICY

Rationale

Westfield Arts College makes provision for up to 210 children and young people aged 4-19 who have complex learning difficulties. This policy sets out the criteria and procedures by which these pupils are admitted to Westfield.

Aim

- To provide clarity on the process and criteria for admission of pupils to Westfield Arts College.

Objectives

- To set out clearly the process prior to the admission of a pupil to Westfield.
- To ensure a very close match between what the school can provide and the needs of the pupils we admit.

Implementation

- All pupils admitted to Westfield have an Education, Health and Care Plan which identifies that they have complex learning needs.
- The primary need for pupils at Westfield is cognition and learning. Their cognitive functioning will usually place them in the lowest centiles for learners of their age and measures of attainment (e.g. P levels) will indicate that their achievement is well below that of their mainstream peers. Pupils would be at least two years behind age related expectations in KS1 but this gap grows as they get older and is generally at least three years behind age related expectations.
- Placement is usually considered as a result of concerns raised by either parents, their current school or other professionals (e.g. Educational Psychologist). These concerns are usually about the growing gap in their progress compared to age related expectations.
- Changes of provision, including admission to Westfield, go firstly to the Local Authority's SEND Provision Leads in Locality Teams, where a multi-professional team gives a first response to the issues raised.
- Pupils who are considered appropriate for placement at Westfield by the Local Authority Provision Lead are referred to the school for consultation.
- Westfield usually admits pupils at the beginning of an academic year in September, but pupils can join at other times if necessary and in agreement with the school and Local Authority.
- **Before a placement** at Westfield is agreed the school takes the following steps:
 - gathering as much verbal and documentary advice and information on the pupil as possible, completing a Prospective Pupil Information Form and a draft locator front sheet.
 - conducting a meeting and tour of the school with the parents/carers and

- wherever possible, arrange a staff visit to the potential pupil's present school or setting
- **Before admission** to the school, the following takes place:
 - staff consultation on class group, timetable, arrangements for the pupil's first day, buddying arrangements, etc.
 - a carefully structured programme of transition to Westfield from the pupils' current school
 - parents/carers sign and return the admissions forms, including the Home School Agreement
 - the pupil is invited into school to spend some time in her/his new class group,
 - ⊖ a new Pupil File is prepared by the school office

Admission to the Sixth Form

- Pupils for whom Sixth Form provision at Westfield is appropriate are identified from the Year 9 Transition Review onwards. However, there is no automatic transfer from Year 11 to Sixth Form. Requests for admission are made to the Local Authority and are considered in the Spring Term of Year 11, in preparation for entry in September.
- The offer of a place is dependent on the agreement of the Local Authority. Factors which influence this decision include whether or not a student's needs could be adequately met elsewhere, the capacity of our provision to meet their needs and the contribution it is felt the student would make to life in the Sixth Form at Westfield.
- An initial decision is made at the time of admission as to whether the student will complete 1, 2 or 3 years in our Sixth Form provision. Where necessary, this is amended through the student's annual review.
- Applications from external students (i.e. those not already at Westfield) are welcomed.

Review of the Placement

- The placement of every pupil at Westfield is kept under ongoing review.
- The annual review of the pupil's EHCP is a yearly opportunity for all stakeholders to consider whether the placement remains appropriate.
- In certain circumstances it is appropriate for the school or the Local Authority to call an interim review of the EHCP at which the question of placement can be discussed.
- Where review processes find that a placement at Westfield is no longer appropriate for a pupil, discussions will then take place between all relevant parties to bring about a managed move to a suitable alternative setting.

Related Policies

See also our *Special Educational Needs, Equal Opportunities, Race Equality and Inclusion Policies, Policy for the Sixth Form, Rights Respecting Schools*.

UNCRC: Article 29: All children have the right to an education which helps them to develop to their individual potential

Article 31: Every child has the right to rest, play and to do things they enjoy