



Pupil Admissions Policy

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Date for next review – May 2030

To be reviewed every 4 years

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Pupil Admissions

Hertfordshire County Council are responsible for the decision to place a child or young person in a specialist provision. The Hertfordshire Local Offer describes the process that families should undertake if they would like their child to attend Watling View School. <https://www.hertfordshire.gov.uk/microsites/local-offer/education-support/education-options/requesting-a-special-school-place.aspx>

Watling View School is a 2-19 school for young people who have severe and / or profound learning difficulties and an Education Health Care Plan (EHCP). The Hertfordshire Special School Admissions Guidance identifies that usually young people who would attend Watling View 'will have significant and multiple disabilities' which may include some or all of the following

- Severe learning difficulties
- Profound and multiple learning difficulties
- Autistic spectrum conditions
- Significant difficulties with communication (expressive and/or receptive language)
- Sensory impairment

This may manifest itself in some or all of the following:

- Considerable difficulties with appropriate social interaction and understanding
- Associated challenging behaviour
- Limited self-help skills and awareness of danger
- Predominantly dependent on adults for personal care skills
- Reliant on adults for activities, and travel dependent

Associated secondary needs may include:

- Related physical difficulties including those with significant and severe needs
- Related medical difficulties including those with life-limiting conditions
- Fine and gross motor difficulties

- Multi-sensory impairment
- Attention deficit hyperactivity disorder (ADHD)
- Sensory integration difficulties

Typically, children and young people in an SLD setting will require a highly differentiated and personalised curriculum to meet their assessed significant profile of need. A high priority is placed on developing communication, independence, social and functional everyday living skills.

Preliminary Visits to the School

It is encouraged that prospective families make an appointment to visit the school. When visiting the school, they will meet a member of the Senior Leadership Team, who will provide an overview of the school as well as showing the family around the school. This is a good opportunity for prospective parents to ask questions and understand about how Watling View develops each individual to their fullest. This visit is an informal meeting with no obligation on either party to commit themselves to a decision.

Hertfordshire County Council

When a parent makes a request for a specialist placement, a provision panel made up of professionals will make a recommendation about the most appropriate type of setting (for example LD or SLD). If Watling View has been identified as a type of school that may meet the need of an individual the school will receive a written request enclosing the Education Health Care Plan alongside a formal consultation. The School will then review all the paperwork it has received to identify if it can meet the needs and have a place for the young person. The link below is a link to the LA's Local Offer Page and outlines the process for requesting a place in a specialist school. <https://www.hertfordshire.gov.uk/microsites/local-offer/education-support/education-options/requesting-a-special-school-place.aspx>

Throughout this process it will be the child's Education Health Plan Co-ordinator who will keep the family informed as to the outcome of provision panels and the consultation process.

If the school agrees that they can meet an individual's need, they will reply back and there will be an agreement between Hertfordshire County Council, the school and family. This will include plans for helping a young person to get to know the school and have a positive start to their education and time there.

If the school feels that they cannot meet an individual's needs, they will write a response with an explanation for why they feel they can't meet the needs of an individual, even with reasonable adjustments.

When finalising EHCP's, the LA should consider whether or not the admission of an individual would be in keeping with the school's arrangements, i.e. vacancies within the school's planned places or a vacancy in a class where the individual's needs can be met, appropriate to the age.

Confirmation of a Place

Once it has been confirmed that a young person will be starting at Watling View (with a start date) the Education Health Plan Co-ordinator will contact the family and the school will also make contact to speak about transition arrangements. These arrangements will normally include a visit to the current education setting, a home visit by the Family Liaison Advisor and Teacher or Head of Department. There are also a

number of forms that families will need to complete before their child starts school, including making the school and the Special School Nursing team aware of any medical needs.