

Old Hall School ~ Admissions Policy

INTRODUCTION

As a special school admissions are controlled by Walsall Children's services at the following address: -

Parent Support Adviser (School Admissions)
Walsall MBC
2nd Floor
Civic Centre
Darwall Street
Walsall
WS1 1TP

Telephone: 01922 652578

Email: schooladmissionsadvice@walsall.gov.uk

**Please note that places cannot be offered directly by the school.*

Oversubscription issues are dealt with in consultation with the LA .
Extra places may be available depending on year group.

Pre School Pupils

Places are offered at Old Hall by the SEN Team. Parents will have visited the school and stated a preference for Old Hall to be the school named on their child's statement.

During the initial visit parents are given information about the school and the school gathers information about the pupil. Parents have a tour of the school and have plenty of opportunities to ask questions. A school prospectus is given.

Once this has been done the process for admission is:

The SEN Team will send an F4 form to the school for Governors to sign and return. (The F4 form is a request for a place at the school).

If the request is accepted a transition meeting will be held – this is usually organised by the early years SEN team. At this meeting parents and professionals share information to ensure that the transition into school is successful.

School staff visits the child's home or setting.

A starting date is agreed either at the transition meeting or during the home visit.

The SEN team will arrange transport if needed.

First Attendance

Pre School aged children are initially offered a part time place – usually this is 5 mornings or 5 afternoons.

School Aged Pupils

Pupils of school age are placed at Old Hall through a Statement of Special Educational Need.

In order to capitalise on the professional expertise of the whole multi - disciplinary team their involvement is seen as integral to the work of the school from the earliest stages. Every effort is made to provide an integrated service to the children and their families while acknowledging the different professional protocols in place.

The following procedure is intended to provide guidance for normal practice. It may be necessary to deviate from this in order to accommodate the needs of an individual family.

School Admissions (change of placement)

- The SEN Team will arrange a visit for parents.
- Parents will decide which school they would like their child to attend.
- The SEN Team will forward an F4 to school.
- Old Hall staff will arrange an assessment visit to the school currently attended by the child.
- The F4 will then be signed and returned to the SEN Team.
- Old Hall staff will set up a transition meeting in liaison with the host school and parents. At this meeting a period of transition will be agreed according to the needs of the child and a proposed start date will be agreed.
- The SEN Team will be informed of the start date and the SEN Team will organise transport.

Spring 2016