



Outcomes
First Group



MANOR WOOD
SCHOOL

ADMISSIONS POLICY

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Version	Comments/amendments	Name	Date
1.0		Mohammed Awan	June 2025
2.0		Caroline Belchem	June 2026
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Introduction

Starting school, or moving from one school to another, can be a worrying time for both parents/carers and children. We aim to make the school admissions process as painless and trouble-free as we can. The guiding principles of Manor Wood School's admissions policy are, the school admits children irrespective of their gender, race, disability, learning difficulty, or special educational needs, provided that there are good prospects of meeting each children's individual needs without unduly prejudicing the education and the welfare of other children. In a situation where Manor Wood School felt unable to provide or make available any specialist help required, either due to lack of resources or local availability, then a child's special needs might inform the decision of whether or not to offer a place to a child.

Our focus is on creating an environment that enables the children and young people in our care to achieve their personal best. During referrals, we will explain to each prospective child, family, and carer everything they need to know about our school and what to expect. For the authorities and families, we work with, our commitment to a high quality of learning and care is guaranteed. We pride ourselves on providing transparency to all parties, including a clear plan for progression so that the value and outcomes of our service are measurable at every stage of the journey.

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Rationale:-

Manor Wood School is a specialist provision for children and young people with Social, Emotional and Mental Health (SEMH) needs, many of whom may also present with neurodevelopmental differences, including Autism Spectrum Condition (ASC) and/or Attention Deficit Hyperactivity Disorder (ADHD). Children will typically have an Education, Health and Care Plan (EHCP), or be undergoing statutory assessment with an EHCP in development, identifying their primary and associated special educational needs.

The school recognises that SEMH needs often coexist with a range of additional learning, communication, sensory, emotional and behavioural needs. These needs may arise from neurodevelopmental conditions, adverse life experiences, trauma, attachment difficulties, medical conditions, or a combination of factors. As a result, children may, at times, demonstrate behaviours that challenge, with the frequency, intensity and duration varying according to individual circumstances and levels of need.

In addition to its SEMH provision, the school will operate a small Autism Spectrum Condition (ASC) Hub designed for children with high-functioning autism who would benefit from a more structured, autism-informed learning environment whilst remaining part of the wider school community. Places within the ASC Hub are intended for children whose primary needs can be effectively met through this specialist provision, including those who may experience associated social communication, emotional regulation, sensory processing or anxiety-related difficulties.

The school acknowledges that the needs of referred children are increasingly diverse and complex. It is therefore essential that the admissions process provides a thorough assessment of each prospective child's needs, strengths and required provision. This ensures that the school can determine whether it is able to meet those needs effectively, safely and sustainably, whilst maintaining the well-being, progress and educational outcomes of both the individual child and the wider school community.

The purpose of this process is to ensure that every child admitted to Manor Wood School is placed within a provision that is appropriate to their individual profile and where they have the greatest opportunity to thrive academically, socially and emotionally.

The objectives of the policy are that: -

All concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual children at the school.

All concerned will have a clear understanding of the processes of judging the appropriateness of that placement.

Parents/carers, each child, and representatives of LAs, children's services, and other interested professionals

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have a clear understanding of the opportunities on offer at the school

Procedure for Admissions:-

1.Applications for admission to Manor Wood School are normally made by a SEN Officer of the Local Authority in whose area the child currently resides. The officer will contact the school directly or via their Admissions manager and send over the relevant documents relating to the child. Parents can contact the school directly and organise to visit independently.

2.Regulations under the Education Act 2011 and all subsequent legislation state that parents have the right to express a preference for a school which is not a LA school, but which is an Independent special school approved by the DFE. If the LA agrees, it will fund the placement at that school.

3.All children referred to Manor Wood School will be aged between 5 and 16 years and will present with identified Social, Emotional and Mental Health (SEMH) needs, Autism Spectrum Condition (ASC), and/or associated special educational needs and disabilities (SEND). Referrals may include pupils whose needs are primarily SEMH-based, as well as those whose primary need is high-functioning ASC with associated social communication, emotional regulation, sensory or learning difficulties. The school will consider placement within either its SEMH provision or specialist ASC Hub, according to the individual pupil's assessed needs and the school's ability to meet those needs effectively.

4.The initial visit will take place at a convenient time agreed by parents/carers and the school. This allows all children, parents, carers, social workers etc. or anybody else who has accompanied the child to have: a tour of the school, an introduction to key staff, a discussion with senior staff concerning such issues as: the school curriculum, the prospective child's likes and dislikes.

The content of key school policies, including the school's expectations for positive behaviour, therapeutic behaviour support practices, and approaches to supporting, regulating and managing children in line with our values and ethos.

- A discussion about the school's physical intervention strategy. And an opportunity for each visitor to ask any questions they may have
- Following the visit, if all concerned are agreed that the child's needs as outlined in the EHCP or other documentation can be met at the school, and that the young person can be adequately managed with the planned resources available, and that the child and parents/carers are committed to the placement, the school will formally offer a place in writing through our admissions manager

Referrals Procedure

Children are referred to Manor Wood School from a number of local authorities. The referral will be sent to the school's admission manager at OFG. The referral will be logged on to our management system and the Head Teacher, Clinical lead and SENCo will review papers and decide whether the need can be met. The child and

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parents/carers will be invited in for a meeting during this process.

Admission Criteria: -

- The child will be aged between 5-13 years – we will admit children up to and including Year 8 – children may remain with us until they are 16 years.
- The child will have an Education, Health and Care Plan, or be in the process of having one written.
- The plan will specify that the child has social, emotional, and mental health difficulties (SEMH) or social communication difficulties as a primary need or a combination of SEMH, ASD, and ADHD.
- The child will normally have been assessed as within the average ability range of educational functioning. In some cases, childrens' levels of ability as measured using psychometric tests may prove difficult. In these cases, the school will base its judgments on its ability to meet needs. - The pupil may have learning difficulties and/or low attainment that are associated with their emotional and behavioural difficulties, but these can be supported within the normal education offer.
- The child may have one or more specific learning difficulties, such as dyslexia.
- The child will express a commitment to the placement.
- The child's parents/carers will express a commitment to the placement.
- For all "Looked After Children", there must be permanently named carers and a permanent home base for the child, available at any time throughout the year. This placement should be stable and secure.
- The admittance of the child will not be detrimental to other children already on the school roll - There is a space available in the child's academic year group, so their curriculum needs can be met.

Children are admitted at any time in the school year, although it is easier for children to start at the beginning of a term or half term. We endeavour to start all children on a Monday.

Once a decision has been reached and funding has been agreed by the Local Authority, a start date will be agreed, and transport will also be arranged through the local authority, where appro

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Transitional Start:-

All children are anticipated to start Manor Wood School on a transition basis following consultation with parents/ carers

- In the initial weeks, the children will remain in school on a bespoke timetable relevant to their EHCP requirement.
- After the initial transitional integration period into Manor Wood school, the pupil will then commence full days, remaining in school until 3.10 pm, Monday to Thursday and 12.30 on a Friday.
- All cases are considered on an individual basis, and it may require a longer transition period for pupils who have been out of school for long periods or who are suffering from high anxiety; this will be arranged.
- A risk assessment and educational assessment will be completed in the first half term.
- If children are admitted from other educational establishments within the school year careful individual transition arrangements will be made with the young person's previous school. Similarly, if a young person transfers from Manor Wood School to elsewhere.

All parents will be given an Admissions pack, which contains the following information to be read or completed by parents prior to their child's start date.

General consent form

- Child-friendly GDPR privacy notice
- 1 Page pupil profile
- Child-friendly anti-bullying policy
- Photograph consent form
- Privacy notice
- Pupil Information form
- School uniform list
- Medical form
- Relevant persons' contact details
- Code of Conduct
- Worried or Complaints leaflet
- School Prospectus

Discharge/Stability Process

In the unfortunate situation that the school is unable to continue to meet needs of a child, and all avenues have been explored, including Alternative Provision and Acorn Digital Learning, the school will work with the Local Authority and serve the appropriate notice letter to adhere to all contractual requirements.



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