



ADMISSIONS POLICY MARCH 2017

Context

Walton Hall Academy is a residential generic special secondary academy for students aged from 11 – 19 years. Students have a wide range of special educational needs including autism, emotional and learning difficulties some having complex learning, sensory and associated medical needs.

Walton Hall Academy is located in a rural environment on the outskirts of Eccleshall, Staffordshire. There are extensive grounds providing a wide range of vocational opportunities for our students. Walton Hall Academy serves families from Staffordshire, Shropshire, Stoke and East Cheshire.

Walton Hall Academy is a member of the Shaw Education Multi Academy Trust.

Walton Hall Academy has specialised provision for meeting the needs of students for whom a mainstream school would have difficulty in meeting these needs.

Students at Walton Hall Academy will either have a statement of special educational needs, an Education Health Care Plan or will be on an assessment placement pending the provision of and EHCP.

A full description of our provision is described in our Local Offer which is available to read or download from our academy website: <http://waltonhall.set-mat.co.uk/local-offer.aspx>

Admissions Arrangements

Our planned places number is agreed annually with the local authority. This can vary year on year depending on our capacity to meet the needs of our complex population of students. Currently our planned place numbers are 120 across the academy.

Admission to the academy is through the Send, Assessment & Planning Service at the Local Authority. Admissions are carried out throughout the year as required to meet individual needs.

We may have capacity to admit in a particular Key Stage when other Key Stage may be full to capacity. This may result in sometimes having to decline a request for a placement even though we may not have reached our overall planned place capacity number.

Currently we have 135 students on roll across all Key Stage areas.

Mission Statement/Aims

Walton Hall Academy provides a safe, secure and positive environment where both students and staff are given the opportunity to achieve the best that they can be.

We aim to provide:

- An inclusive and stimulating curriculum
- Close liaison with Parents/Carers and other service providers
- A safe and secure learning environment
- Opportunities for success at every level
- Links with other local schools/academies
- Skills to prepare students for life beyond Walton Hall Academy

Procedures

Students are assessed to ensure we are able to meet all learning, social, care and emotional needs. This helps to ensure students are allocated to the appropriate teaching group and follow an appropriate curriculum.

Students aged 11 to 16 years are:

- a) Students from Marshlands school
- b) Students with PMLD and complex needs
- c) Students with SLD
- d) Students on the ASD whose needs cannot be met in mainstream schools/academies
- e) Students with MLD whose needs cannot be met in mainstream schools/academies

Student places in the Post 16 provision are :

- a) Existing students from Walton Hall Academy
- b) Students from MAT
- c) Students with PMLD and complex needs
- b) Students with SLD
- c) Students on the ASD whose needs cannot be met in mainstream schools/colleges
- d) Students with MLD whose needs cannot be met in mainstream schools/colleges.

Transition

Prospective parents are invited to an informal meeting/tour of the school with Principal or Deputy Principal or Assistant Principal.

There are scheduled dates throughout the academic year but are also managed on a needs led basis.

Staff will meet with the parents/carers and professionals involved with the child to ensure a smooth transition reflecting the individual needs of each child. Parents will receive an Admissions booklet which includes a range of admission papers and consent forms for them to complete. The school nurse will discuss and complete all medical papers.

For students starting at the beginning of the academic year they are invited to a series of transition visits during the spring and summer terms supported by staff from primary school/academy.

Staff from Walton Hall Academy will visit students in their current educational setting, where this is appropriate, to observe them in a familiar classroom and social environment. Discussions and sharing of information is key during the transition phase.

Where possible the transition teacher attends the final Annual Review meeting of incoming pupils at relevant feeder schools/academies.

Current year 7 Walton Hall students will visit our feeder school, Marshlands and share their experiences of when they started Walton Hall Academy. These students will act as 'buddies' during transition visits to Walton Hall Academy.

An informal coffee morning is held for parents/carers in the summer term to give them opportunity to meet with key staff and ask questions. They will also have the opportunity to tour the academy facilities, including the residential provision and speak to parents of current students. This also enables support to be given to complete admission papers.

See Transition details below.

Transition Programme 2016 - 2017

Aims

- To ensure all parents, carers, education professionals and students have access to quality transition arrangements when transferring to Walton Hall Academy.
- To remove perceived transition barriers (social, physical and emotional) to ensure admission is a positive experience and students feel secure during the process.
- To transfer student information and data to aid provision planning and resource allocation.
- To ensure all information regarding any safeguarding incidents is transferred in a safe and confidential way to the safeguarding team at Walton Hall Academy
- To ensure all medical information and care plans are shared in order to ensure medical needs provision is carefully planned.

TRANSITION PROGRAM Y6-Y7 (ACADEMIC YEAR 2016 - 2017)

Planned transition programme
Monthly social mornings/question time/tour to show potential Y7 parents, students and professionals around Walton Hall Academy scheduled throughout the year and posted on the web site. Review of paperwork and link with outside agencies eg District Assessment Team re suitability of provision
Spring Term Safeguarding – contact made with Marshlands & feeder schools/academies to discuss any safeguarding concern. Link transition teacher to visit school/academies if applicable.
Spring 2015 Letters to all prospective parents, Marshlands and Mainstream schools/academies advising of transition dates. Pen portraits to be included in letters to schools. Request pen portraits to be returned on visit.
Transition days Series of transition days for all new intake students scheduled during Spring and Summer term are published on the website with individual invites to known parents/carers of new intake.
Summer Term Informal information sharing morning: invites to all parents/carers of prospective students. This will include: Welcome from Principal Opportunity to meet all Leadership Team, Residential team, school nurse, admissions officer and Year 7 teachers. Sharing of experiences from parents of current Walton Hall Academy parents Admission packs give to parents with opportunity to complete on the day with support. Tour of academy and residential facilities optional.

If you think Walton Hall Academy may be able to meet the specialized needs of your child, please contact us for an initial informal discussion about your child's needs and your individual circumstances.

In the first instance please ask to speak to Amanda Cameron, Deputy Principal or to the Principal, Pauline Carmichael or Julie Wood, Assistant Principal.

The academy contact number is: 01785 850420 or you can contact Mrs Chris Timmis by email: office@waltonhall.shaw-education.org.uk

You will need to contact Staffordshire Local Authority to discuss all schools / academies that may be able to meet the needs of your child. The Local Authority will make a recommendation of the nearest school/academy that can meet the needs of your child.

The Local Authority can be contacted via:

SINGLE POINT OF ACCESS (SPA) on 0300 111 8007

Or by viewing their website at:

[Http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx](http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx)

You can contact the School Admissions and Transport Services via:

1. Email: admissions@staffordshire.gov.uk
2. Telephone: 01785 278593
3. Post: School Admissions and Transport Service, Tipping Street, Stafford, ST16 2DH

The Local Authority's Special Educational Needs and Disabilities Web Pages:

As there are many changes taking place in response to the national SEND reforms, information and processes within the Local Authority are changing and updating regularly.

The following links are available:

<http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/home.aspx>

<http://wwwstaffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/assessment/StatutoryAssessment.aspx>

<http://www.staffordshire.ove.uk/education/welfareservice/SpecialEducationalNeeds/spps/sen-reforms.aspx>

For advice and guidance from other parents and children and young people with a disability of learning need, you may wish to contact the Staffordshire Parent Action Network (SPAN).

See their website at: <http://www.span-info.co.uk>